

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [a.stu] | Admissions

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete

Completion Status 2017-2018 Cycle: .

Completion Status 2018-2019 Cycle: Program Review 2018-2019 Complete ready for Validation

Unit Goal: Telephone Based Service

During telephone service hours, the goal is to either answer all incoming phone calls and/or return all voicemails on the same or next business day.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2017-2018, 2018-2019

Unit Goal Start Date: 01/29/2018

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: In our narrative assessment and SAO construction, we would like to decrease response times for our students.

Goal Rationale - SLO assessment & reflection: Our SAOs call for us to show at least an 80% affirmative response to the question: Was admissions able to either answer your question(s) or point you in the right direction towards someone who can?

Goal Measurable Objective: The objective is to have at least an 80% affirmative response rate to the question: was admissions able to either answer your questions or point you in the right direction towards someone who can.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/02/2018

Status of Progress: Some Progress Made

For the spring 2018 semester we were able to hire a registration assistant to dedicate himself to answering phones exclusively and it worked well. We also established a welcome center to absorb calls but it is not working as well as it should because the office is not staffed with admissions personnel.

Unit Plan UPDATE TYPE: Update to Resource Request

Description and Analysis of Outcome Measures: For the spring 2018 semester we were able to hire a registration assistant to dedicate himself to answering phones exclusively and it worked well. We also established a welcome center to absorb calls but it is not working as well as it should because the office is not staffed with admissions personnel. We know that the registration assistant worked well because complaints about the phones faded and we were able to track through our email system that voicemails were returned.

For Resource Requests: Status of Previous Request: Fully Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: If a permanent staff person is not hired to answer phones in and run the welcome center, we will continue to have complaints about the welcome center and about our phone service.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: We would like to see a full time staffed person, cross trained in admissions and financial aid, staffing the welcome center and answering the main phone line. (03/02/2018)

Resource Request in Program Review: Yes

Modification Type: Change to Resource Request

PROGRAM REVIEW [a.stu] | Admissions

Planned Actions and Resource Requests

In Progress - Temp Staffing (Active)

Planned Action Description: We allocated a registration assistant to handle all incoming calls in the spring of 2018 and we were able to either answer all incoming calls or return voicemails within one business day

What are the expected measurable results of the Action?: Most incoming calls will be answered, even in the "rush period". If not answered, all voicemails will be returned either the same or next business day.

Planned Initiation Cycle: 2017-2018

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/28/2019

Status of Progress: Some Progress Made

The admissions and records office is now fully staffed with a new Senior Supervisor in place. The dean and the senior supervisor have met to discuss the importance of continuing phone service improvement, a topic covered most recently in the admissions and records 3/29/19 staff meeting/potluck. In addition, the development of a Welcome Center and Learning Center has helped diminish "general inquiry" calls directed to admissions.

Unit Plan UPDATE TYPE: Update to Planned Action

Description and Analysis of Outcome Measures: The new senior supervisor is developing a survey to place in the lobby of admissions and records office to measure overall satisfaction, including telephone responsiveness.

For Resource Requests: Status of Previous Request: Fully Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: We are not requesting additional resources at this time.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Modifications

Modification: We have slightly modified our planned actions to include the development of the welcome and learning centers and a satisfaction survey. (03/28/2019)

Resource Request in Program Review: No

Modification Type: Change to Planned Action

What modification is needed?: Please see description under "modification" above.

Why is this modification needed?: To continue to make improvements.

Mapping

PROGRAM REVIEW [a.stu] | Admissions

VALIDATION 2016-2017 - I'm not seeing the resource request detail; program review manager needs to discuss with VP

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] | Arts & Performance

Completion Status 2017-2018 Cycle: Program Review 2017-18 Validation Complete

Completion Status 2018-2019 Cycle: Program Review 2018-2019 Validation Complete

Unit Goal: Support film, stage, theater and performing arts faculty's technical needs

Arts & Performance requires a full time film, stage and performing arts technician to coordinate and perform technical work required in the maintenance of film stage and production areas, theater, and assist instructors in conducting technical production classes for film, TV, stage and theater operations.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2013

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: This goal addresses Arts & Performance's need for a full time technician to support Film/TV Production, Theater and Cinema. With programs currently in space that is not adequate for the certificate and degree programs' completion needs, a full time technician will help reduce the faculty's performing this work.

Goal Rationale - SLO assessment & reflection: This goal addresses Film/TV Production, Cinema and Theater assessment of the need for a technician so faculty can spend more quality time with students.

Goal Measurable Objective: Student success and retention will improve by a least 25% with the addition of a trained technician to support their classes, performances and activities. Currently faculty are performing these duties and the addition of the technician will allow faculty to focus more attention on student needs.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/23/2019

Status of Progress: No Progress Made

No authorization for a full time technician to support Film Production, Theater, Cinema and Stagecraft

Unit Plan UPDATE TYPE: Update to Planned Action

For Resource Requests: Status of Previous Request: Not Funded

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

03/05/2017

Status of Progress: No Progress Made

We have been requesting a professional technical support person for 4 years with still no progress.

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Not Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: Faculty are providing all the technical support for all Film/TV, Theater and Dance programs. They are doing this work outside of their regular teaching assignments with no compensation as they are dedicated to the students and their needs. The impact is affecting the students as the faculty are not able to provide students with the support they need for their education and training in these areas.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

PROGRAM REVIEW [i.aca] | Arts & Performance

Planned Actions and Resource Requests

In Progress - Film/TV, Stage Technician (Active)

Planned Action Description: Hire a classified Film/TV, Stage Performing Arts technician to coordinate and perform technical work required in the operation of the tv/film, stage craft, and theater production classes and assisting the instructors in their craft classes.

What are the expected measurable results of the Action?: Faculty who have been performing these services will have more time to improve their classes and enrollment. Students will be supported by a professional technician. The environments will be safer.

Planned Initiation Cycle: 2018-2019

Resource Request: Hire a full time classified staff experienced in film/tv and stage operations.

Primary Contact Person for Resource Request: Chair of Arts & Performance, Laura Peterson

Resource Request Status: Continuing

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES

If yes, please cite the requirement details: In order to provide a safe teachable environment for set dressing, grip, set lighting, set painting, camera, costume, and stagecraft we need an experienced technician to support the class needs.

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

EMPLOYEE REQUEST - Faculty: NO

EMPLOYEE REQUEST - Classified: YES

CLASSIFIED REQUEST - Position Title: Performing Arts Technician

CLASSIFIED REQUEST - Class Code: #5256

CLASSIFIED REQUEST - Permanent or Temporary?: Permanent

Source of Cost Estimate - Has supporting documentation been attached?: NO

ADDITIONAL COMMENTS - Further Justification for the Resource Request: In November 2019 the sound stage, costume and prop shop will open. Enrollment will increase. In order to provide the support the faculty needs to teach the hands on and technical training the students require, they need a full time technician.

ADDITIONAL COMMENTS - Possible funding sources: Initially may be supported through Strong Workforce

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.1.1 Refine and/or develop and implement effective programs and services to improve the performance of targeted groups of historically lower-achieving students (.e.g, ACE)

Unit Goal: Provide students with equipment & materials to support their education and training

Arts & Performance is requesting an equipment, materials and supplies budget in order to provide Art, Film/TV Production, Theater, and Cinema with the necessary items needed to support their instructional and activity needs.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2018-2019

Unit Goal Start Date: 10/15/2015

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: This will address Arts & Performance need for a budget to support equipment, materials and supplies needed to support student's education and training

Goal Rationale - SLO assessment & reflection: This goal addresses Art, Film/TV Production, Theater and Cinema's assessment of appropriate equipment, materials and supplies needed to support students' education and training.

Goal Measurable Objective: This will support the student's success in completion and retention by having the appropriate

PROGRAM REVIEW [i.aca] | Arts & Performance

equipment, materials and supplies needed to support their education and training. There will be a measurable increase in retention and completion of at least 25%

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

03/05/2017

Status of Progress: No Progress Made

Film/TV, Theater and Dance need an equipment and supply budget

Unit Plan UPDATE TYPE: Update to Resource Request

Planned Actions and Resource Requests

In Progress - Equipment and supplies for Film/TV Production, Theater and Cinema (Active)

Planned Action Description: Purchase equipment and supplies for Film/TV Production, Theater, and Cinema

What are the expected measurable results of the Action?: Students will be prepared for the increased job opportunities that have become available due to the increased tax initiative.

Planned Initiation Cycle: 2018-2019

Resource Request: Classroom technology upgrade, equipment and supplies for Film/TV Production Crafts sound stage and shops, and theater costume, props and supplies

Primary Contact Person for Resource Request: Laura Peterson

Resource Request Status: Continuing

Request Funding Type: Both

Extended Description for Complex Requests: One time -- Facilities request includes providing projectors and smart boards in 3 classrooms in ATA to accommodate the enrollment growth of Film/TV Production Crafts when the sound stage, costume and prop shops open in fall 2019

One time -- The technology request if for upgraded Apple Mac's and new PC's with specialized tablets to support the growth of editing, animation, VR, gaming and visual effects.

One time -- The equipment request if for instructional materials for grip, lighting, camera, set dressing and set painting.

Ongoing -- Supplies for all crafts including wood, paint, brushes, rollers, nails, screws, tape, markers, batteries, replacement blades, boxes, wrap, rags, aprons, gloves, eye protection, masks, first aid, paper, fabric

TOTAL COST ESTIMATE: \$46,870.80

NONSALARY REQUEST - Facilities: YES

NONSALARY REQUEST - FACILITIES: Can this request be met by a Work Order?: No

NONSALARY REQUEST - FACILITIES: Describe the facilities request: Projectors and smart boards in ATA 218, ATA 116 and ATA 205. With growth of Film/TV Production these classrooms need to be updated.

NONSALARY REQUEST - Technology: YES

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: Computers in the media lab are 10 years old and beginning to fail. This request is for 5 computers to replace outdated and limited functioning computers.

NONSALARY REQUEST - Technology Cost: \$17,044.53

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: Grip - Car Mounts (\$4000.00) -- this is the equipment that grips use to mount cameras onto cars to film. It is a significant aspect of their job and this purchase will provide the students with the equipment they will encounter on production.

Grip - C Stands (\$4,977.78) These are the specialized stands grips use to hold the flags that shape the light on set.

PROGRAM REVIEW [i.aca] | Arts & Performance

Camera - (\$4,961.66) the cameras are more than 10 years old. This is one of the latest cameras by Sony that together with the accessories (lenses, matt boxes, cases \$4,933.53) will provide the students with the most advanced systems that they will encounter on set.

Hard drives--(\$2,746.13) To upgrade equipment for camera and editing classes

Supplies -- (\$4,000) for all crafts including wood, paint, brushes, rollers, nails, screws, tape, markers, batteries, replacement blades, boxes, wrap, rags, aprons, gloves, eye protection, masks, first aid, paper, fabric

NONSALARY REQUEST - Equipment/ Supplies Cost: 25619.1

Source of Cost Estimate - Has supporting documentation been attached?: YES

ADDITIONAL COMMENTS - Further Justification for the Resource Request: Sound stage, costume and prop shop open fall 2019. Enrollment will be increasing and additional lab classes will be added so more supplies will be needed.

ADDITIONAL COMMENTS - Possible funding sources: Strong Workforce; Perkins

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.1.1 Refine and/or develop and implement effective programs and services to improve the performance of targeted groups of historically lower-achieving students (.e.g, ACE)

Unit Goal: Provide administrative support to faculty

Provide administrative support to faculty maintaining student records, coordinating events, monitoring internships, facilitating job placement, and working with faculty to enhance student success.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2018-2019

Unit Goal Start Date: 10/15/2013

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Film Production is a comprehensive education, training and job placement program. We need a faculty administrative support person to maintain student records, coordinate events, monitor internships, facilitate job placement, and work with faculty to enhance student success.

Goal Rationale - SLO assessment & reflection: This will address the SLO and advisory board assessment of the division needing support to increase internships and jobs

Goal Measurable Objective: Student success, completion and retention rates will increase by a minimum of 25% and their access to internships and jobs will rise.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/23/2019

Status of Progress: No Progress Made

No administrative support person authorized for Arts & Performance -- time is critical with the new lab space set to open fall 2019.

Unit Plan UPDATE TYPE: Update to Planned Action

For Resource Requests: Status of Previous Request: Not Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: Students are missing some opportunities due to lack of admin support. Recruiting via events is not able to happen frequently and will in time affect enrollment. New lab (sound stage/shops) to open in fall 2019 and administrative support is needed to help with the growth of additional students. Students are a part of a co-hort program, attending classes all day and they need a support person to help them with their many challenges to ensure their success.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

PROGRAM REVIEW [i.aca] | Arts & Performance

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

03/12/2017

Status of Progress: No Progress Made

no progress

Unit Plan UPDATE TYPE: Update to Unit Goal

For Resource Requests: Status of Previous Request: Not Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: Students are not being served to the fullest potential of the faculty due to the administrative needs of these comprehensive cohort programs.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Planned Actions and Resource Requests

In Progress - Program Assistant (Active)

Planned Action Description: Hire a program assistant to support faculty maintaining student records, coordinating events, monitoring internships, facilitating job placement, and working with faculty to enhance student success.

What are the expected measurable results of the Action?: Students will have the support they need to be successful in their internships and finding employment. Faculty will be able to spend more time with the students to insure they are getting the internships and jobs they need. An increase of at least 25% success in employment will be realized.

Administrative support will allow faculty to accomplish these EMP goals:

EMP Goal 1.1 Improve Student achievement, both overall and among historically lower-achieving groups.

- EMP Goal 1.2 Create a culture in which faculty develop and apply expertise in proven, effective learner-centered teaching strategies.

- EMP Goal 1.3 Foster ethical and affective development as well as cognitive development in all student populations.

- EMP Goal 1.4 Inspire and increase the rate of faculty, staff, and administrators' involvement in professional learning activities.

- EMP Goal 2.1 Strengthen the processes for assessment and improvement of student learning outcomes and service area outcomes.

- EMP Goal 2.2 Systematize the evaluation and improvement of West's effectiveness, focusing on planning and resource allocation processes.

- EMP Goal 2.3 Exercise financial stewardship that ensures fiscal stability while supporting educational excellence and the College mission.

- EMP Goal 3.1 Create clear completion pathways.

- EMP Goal 3.2 Develop and implement systematic services to help at-risk students identify goals early in their programs of study and to progress towards them.

- EMP Goal 3.3 Prepare students to enter a competitive workforce.

- EMP Goal 3.4 Enhance curriculum vitality, viability, and relevance.

- EMP Goal 4.1 Be collegial.

- EMP Goal 4.2 Eliminate organizational silos.

- EMP Goal 4.3 Celebrate the achievements of our entire community.

- EMP Goal 5.1 Forge effective alliances with local schools, organizations and individuals.

Planned Initiation Cycle: 2018-2019

Resource Request: Hire a full time program assistant

Primary Contact Person for Resource Request: Laura Peterson

Resource Request Status: Continuing

Request Funding Type: On-going

EMPLOYEE REQUEST - Classified: NO

UNCLASSIFIED REQUEST - Assignment: Other

UNCLASSIFIED REQUEST - Pay Rate: 60000

UNCLASSIFIED REQUEST - Hours Per Pay Period: 80

OTHER RESOURCE REQUEST: This request is for a specialized program assistant to support the career pathways for the students and faculty in Film/TV Production Crafts. The job will include managing internships, job shadowing, studio requests, supporting

PROGRAM REVIEW [i.aca] | Arts & Performance

students in the application processes, supporting faculty in the reporting of students career activities, grant reporting stats, recruiting events.

ADDITIONAL COMMENTS - Further Justification for the Resource Request: The entertainment industry is experiencing a tremendous growth especially on the Westside with Silicon Beach, Apple, Google, Hulu, Netflix, Snap, YouTube as well as Sony and Fox. They are asking for us to increase graduates of our program and with the soundstage opening fall of 2019 we will have the capacity but need support people to help the faculty and students achieve that success.

ADDITIONAL COMMENTS - Possible funding sources: Strong Workforce, Perkins

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.1.1 Refine and/or develop and implement effective programs and services to improve the performance eof targeted groups of historically lower-achieving students (.e.g, ACE)

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [a.stu] | Associated Student Organization (ASO)

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete
Completion Status 2017-2018 Cycle: Program Review 2017-18 Complete Ready for Validation
Completion Status 2018-2019 Cycle: Program Review 2018-2019 Complete ready for Validation

Unit Goal: Provide opportunities for students.

Create and institutionalize a student aid fund for students in need.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 03/19/2018

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Many students on campus are unable to get financial aid for fees or books. Some receive aid, but it does not cover the cost of all of their books. And there are some students that struggle with basic needs such as food insecurity and homelessness. The student aid will assist these students in their time of need.

Goal Rationale - SLO assessment & reflection: It is difficult to measure the effectiveness of student aid to students. I will work with the institutional researchers to determine which metrics are the best to use but completing the semester that a student receives aid and persisting to the next semester come to mind.

Goal Measurable Objective: Completion of the semester in which a student receives aid. Semester to semester persistence will also be measured. The ultimate measure is the attainment of a degree or certificate.

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.1.3 Complete development of the Student Equity Plan and implement it.

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] | Applied Technology

Completion Status 2017-2018 Cycle: Program Review 2017-18 Validation Complete

Completion Status 2018-2019 Cycle: Program Review 2018-2019 Validation Complete

Unit Goal: Increase enrollment in program courses to meet industry and community demands.

Unit Goal: Increase enrollment in program courses to meet industry and community demands.

- Increase overall enrollment in Aviation Program courses.
- Additional day cohort class to meet industry demand for well-trained mechanics.
- Recruit from underserved groups (e.g. female, high school graduates) to increase the diversity of student population.
- Satisfy aviation industry labor shortage for Aviation Maintenance Technicians.
- Reach parity with other programs by reducing the time to complete the program from 30 calendar months to 24 calendar months.
- Add a cohort during the winter session
- National standard for the same FAA approved program average length is 18 months versus 30 months at West LA College.
- Increase number of program certificates awarded.
- Increase number of degrees awarded.
- Increase number of transfer students to four year institutions.
- Develop a certificated Avionics/Electrical course. Provide LACCD students a competitive advantage in this highly competitive field.
- Develop a certificated composite repair program. The aviation industry has a demand for highly skilled composite technicians.
- Start the recently approved Drone Program to address the need for FAA licensed drone aviators.
- Additional full time faculty position
- Additional Instructional Assistant positions
- Employment of Student Workers
- Acquisition of additional instructional aids / equipment
- Standardize lab projects so the material presented is uniform across regardless of instructor assigned to the lab course.
- Revise curriculum to satisfy the upcoming (year 2020) changes to the FAA regulations in 14 CFR Part 147

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2015

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Measurable Objective: Increase graduate employment rate. Increase number of degrees and certificates. Increase number of transfer Aviation students to four years institutions.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/21/2019

Status of Progress: Some Progress Made

- Experienced an overall increase in enrollment levels

PROGRAM REVIEW [i.aca] | Applied Technology

- A day cohort was added
- Reduced program completion time from 36 months to 30 months
- Increased the number of program certificates awarded
- Increased the number of degrees awarded

Unit Plan UPDATE TYPE: Update to Unit Goal

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: 1. Add day cohort 2. Add a cohort during the winter session 3. Develop an Avionics/Electrical course 4. Develop a certificated composite repair program 5. Start the recently approved Drone Program (03/21/2019)

Resource Request in Program Review: Will discuss with Division Chair

Modification Type: Change to Unit Goal

Planned Actions and Resource Requests

In Progress - Continue the allocation of summer semester sections day and evening Aviation Program. (Active)

Planned Action Description: To accomplish the goals and objectives, the aviation Department will do the following

- 1) One additional full time faculty position
- 2) Additional Instructional Assistants
- 3) Utilize Student Workers
- 4) Add courses during the Winter Intersession
- 5) Additional (third) day cohort
- 6) Additional sections dedicated to the recently approved Drone Program
- 7) Acquisition of new equipment to support the Avionics and Electrical courses
- 8) Acquisition of new equipment to support the Composites courses
- 9) Update curriculum to meet revised FAA 14 CFR Part 147 School requirements (in force by year 2020)

What are the expected measurable results of the Action?: Increase degree, certificate and transfer rate.

Planned Initiation Cycle: 2016-2017

Resource Request: Addition of a third day cohort for the fall of 2019 to meet the overwhelming student demand for the Aviation program.

Primary Contact Person for Resource Request: Rudy Y. Triviso and Dr Kimberly Manner

Resource Request Status: Changed

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES

If yes, please cite the requirement details: Additional staffing positions are required in order to maintain FAA program certification under 14 CFR Part 174.23.

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: YES

If yes, please cite the relevant regulations: 14 CFR Part 174.23

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Discipline: Aviation

FACULTY REQUEST - Why is this position needed at this time?: 1) Retirement of full time faculty member.

- 2) To maintain quality instruction.
- 3) To ensure student learning success.
- 4) Facilitate Aviation Program growth to satisfy increased student enrollment.
- 5) Facilitate Aviation Program growth to meet the increased demand in the aviation industry for graduates of our program.
- 5) Addition of the Drone Program
- 6) Address mandated program changes (additional staffing and equipment) defined and driven by changes to the FAA program certification under 14 CFR Part 174.23 coming into effect in year 2020.

FACULTY REQUEST - Rationale: Positive opportunities and/or negative impacts?: An additional full time faculty member would enable the division to add a third day cohort, helping more students move more quickly through the pipeline to employment.

FACULTY REQUEST - Is the required hypothetical fall & spring semester work load sheet attached?: NO

PROGRAM REVIEW [i.aca] | Applied Technology

EMPLOYEE REQUEST - Classified: NO

CLASSIFIED REQUEST - Position Title: Instructional Assistant

CLASSIFIED REQUEST - Class Code: C5275

CLASSIFIED REQUEST - Permanent or Temporary?: Permanent

EMPLOYEE REQUEST - Unclassified: YES

UNCLASSIFIED REQUEST - Assignment: Student Worker

UNCLASSIFIED REQUEST - Pay Rate: 13

UNCLASSIFIED REQUEST - Hours Per Pay Period: 25

NONSALARY REQUEST - Facilities: NO

NONSALARY REQUEST - Technology: YES

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: Replacement of non-working computers for lab instruction

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: Request to increase Aviation Program 10100 budget to procure a maintenance contract to maintain current and future equipment to meet OSHA and FAA regulatory standards.

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/21/2019

Status of Progress: Some Progress Made

The Aviation Program consistently has high enrollment levels and a high retention rate. These high enrollment and retention levels are driven by industry labor shortages and the resulting demand for qualified aviation maintenance technicians coupled with a high level of interest in an aviation career among the student population. The Aviation Department needs to expand the number of students entering the program in order to meet these demands. The Aviation Department can meet these demands by:

The summer program is on plan, reducing the program completion time and increasing the student completion rates.

- Add a winter session section so that the program completion time can be further reduced.
- The staff will standardize lab projects so the material presented is uniform regardless of instructor assignment.

Unit Plan UPDATE TYPE: Update to Planned Action

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

- Modification:**
1. Add a winter session section so that the program completion time can be further reduced.
 2. The staff will standardize lab projects so the material presented is uniform regardless of instructor assignments.

(03/21/2019)

Resource Request in Program Review: Will discuss with Division Chair

Modification Type: Change to Planned Action

Unit Goal: FAA Regulatory Requirements regarding Student - Faculty Ratios

Ensure compliance with FAA regulatory requirements in 14 CFR Part 147.23 regarding student - faculty ratios.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2015

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Federal Aviation Regulations (within 14 CFR Part 147.23) requires that the instructional lab section student - faculty ratio not exceed 25:1

Goal Rationale - SLO assessment & reflection: 1) Ensure compliance with 14 CFR Part 147.23 requirements regarding student-

PROGRAM REVIEW [i.aca] | Applied Technology

faculty ratios

- 2) Ensure student learning outcomes are best achieved
- 3) Ensure student safety is maximized.

Goal Measurable Objective: Increase number of transfer Aviation students to four years institutions. Increase number of degree and certificate.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/21/2019

Status of Progress: Significant Progress Made

The addition of the day cohort has increased enrollment. Female enrollment numbers are on the rise. Female students have experienced a high level of success and have been successful in obtaining professional employment in the Aviation industry upon graduation. High School Recruitment is on plan.

Unit Plan UPDATE TYPE: Update to Unit Goal

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Planned Actions and Resource Requests

New - Allocation of additional cohort section to accommodate student demands as well as to comply with the state Strong Workforce Initiative. (Active)

Planned Action Description: 1. Add a third day cohort

2. Attend career fairs

3. Visit local high schools with former program students currently working in the industry

What are the expected measurable results of the Action?: Increase FTES enrollment

Planned Initiation Cycle: 2016-2017

Unit Goal: Reduce overall calendar months to complete program and increase percentage of certificates and degrees awarded.

- 1) Continue to increase enrollment into the Aviation Program courses.
- 2) Shorten the time frame to complete the program from 30 months to 24 months.
- 3) Increase number of certificates and degrees awarded.
- 4) Increase number of transfer Aviation students to four years institutions. .

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2018-2019

Unit Goal Start Date: 10/15/2015

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Measurable Objective: Increase number of transfer Aviation students to four years institutions. Increase number of degree and certificate.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/21/2019

Status of Progress: Some Progress Made

Program completion time - current state is 30 months. The 30 month current state has been achieved by adding summer session

PROGRAM REVIEW [i.aca] | Applied Technology

courses. The program completion time can be further reduced from 30 months to 24 months by the addition of winter intersession sessions.

Unit Plan UPDATE TYPE: Update to Unit Goal

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Unit Goal: Increase enrollment in program courses to meet industry and communities demands. In addition, continue to engage in recruitment of female student for the program._1

Continue to increase enrollment into Aviation Program courses. Recruit from under served groups (female, young) to increase the diversity of student populations. Address concerns from industry and communities demands for Aviation Technician. Shorten the time frame to complete the program to mirror other community college which has similar aviation program. National standard for the same FAA approved program average length is 18 months versus 36 months at West LA College. Increase number of certificates and degrees awarded as well as increase number of transfer Aviation students to four years institutions. .

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2018-2019

Unit Goal Start Date: 10/15/2015

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Measurable Objective: Increase number of transfer Aviation students to four years institutions. Increase number of degree and certificate.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/21/2019

Status of Progress: Some Progress Made

Student : Faculty ratios. FAA regulation requires lab sections have a student- faculty ratio no greater than 25:1. Currently, lab sections with a student- faculty ratio greater than 25:1 must have the ratio reduced by adding faculty or instructional assistants to the lab section. The FAA student : faculty ratio requirement can be satisfied by the addition of faculty and instructional assistants and by increasing the number of student cohorts and thus decreasing lab section class sizes to meet the requirement.

Unit Plan UPDATE TYPE: Update to Unit Goal

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Planned Actions and Resource Requests

Allocation of additional classes for summer semester and day time Aviation Program. (Active)

Unit Goal: Ensure equipment meets industry standards

Ensure equipment meets industry standards

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 03/25/2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Maintaining regulatory legal fitness requirements.

Goal Rationale - SLO assessment & reflection: Maintain safe LAB/Shop learning environment for students. Enable West LA College to stay in compliance with Federal Aviation Regulations and OSHA Safety standards.

Goal Measurable Objective: Pass regulatory audit with no discrepancy finding from either the Federal Aviation Administration or OSHA facility audit inspection.

PROGRAM REVIEW [i.aca] | Applied Technology

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/21/2019

Status of Progress: Some Progress Made

The Aviation Program 10100 budget has not been updated.

- Program 10100: WLAC Aviation participates in the annual (AMC) aviation maintenance skills competition. The funds required to support the recurring annual participation, (estimated to be \$11,500 annually), should be included in the budget to ensure the required funds are available each year.

Two part-time tool room attendants have been hired. One of them has their FAA A&P certificate.

Unit Plan UPDATE TYPE: Update to Unit Goal

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Planned Actions and Resource Requests

New - Secure maintenance contracts for existing equipment (Active)

Planned Initiation Cycle: 2018-2019

Resource Request: Maintenance contracts

Primary Contact Person for Resource Request: Kimberly Manner

Resource Request Status: New

Request Funding Type: On-going

Extended Description for Complex Requests: Increase 10100 budget to secure maintenance contracts

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES

If yes, please cite the requirement details: The program needs to maintain its equipment per FAR Part 147. This is a safety issue.

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: YES

If yes, please cite the relevant regulations: FAA safety regulations

TOTAL COST ESTIMATE: 15,000

ADDITIONAL COMMENTS - Possible funding sources: 10100

Unit Goal: Facilitate student participation in the annual AMC Aviation Skills Competition

Facilitate student participation in the annual AMC Aviation Skills Competition

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 03/25/2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Planned Actions and Resource Requests

New - Provide travel expenses for students to attend the annual AMC Aviation Skills Competition (Active)

What are the expected measurable results of the Action?: 5 students will attend the AMC Aviation Skills Competition each year

Planned Initiation Cycle: 2018-2019

Resource Request: A budget to fund student participation in the annual AMC Aviation Skills Competition (estimate to be \$11,500)

PROGRAM REVIEW [i.aca] | Applied Technology

annually)

Primary Contact Person for Resource Request: Kimberly Manner, Rudy Triviso

Resource Request Status: New

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 11,500.00

ADDITIONAL COMMENTS - Possible funding sources: 10100

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [a.adm] | Business Office

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete

Unit Goal: Maintain Strong internal control over Cash, Procurement and Accounts Payable

1. Continue to implement the management corrective actions that resulted from the findings associated with the Internal Audit of Cash Control, Procurement and Accounts Payable and ASO Fund Accounting. Fully implement the actions identified as "Partially Implemented" during the follow up audit.
2. Identify other control weaknesses in the Business Office procedures through regular self audit.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2014

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Measurable Objective: 1. Stronger internal control; efficiency of Business Office processes

2. Clean internal and external audit reports

3. Prevention of loss of valuable resources such as cash and properties

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

04/15/2019

Status of Progress: Significant Progress Made

Carry-forwarded from prior year

Unit Plan UPDATE TYPE: Update to Unit Goal

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

02/28/2017

Status of Progress: Some Progress Made

There are ongoing internal and external audits done on some of the processes at the Business Office

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Not Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: 1) Risk in losing valuable financial resources kept at the Business Office such as cash

2) internal control deficiencies which result to poor audit performance

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Planned Actions and Resource Requests

In Progress - 1. Reassess, document business processes within business office.

2. Conduct trainings to educate College employees about the business office processes (Active)

Planned Initiation Cycle: 2017-2018

PROGRAM REVIEW [a.adm] | Business Office

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.1.2 Apply the results of SLO/SAO assessment and dialogue to the ongoing improvement of the curriculum and services.

EMP Objective 2.3.1 Ensure that grant development and administration processes are transparent.

EDUCATIONAL MASTER PLAN - Strategic Objectives 4.1.1 - 4.3.1

EMP OBJECTIVE - EMP Objective 4.2.1 Develop and implement a plan to improve collaboration between instructional and student services departments.

Unit Goal: Educate other Departments about the Business Office policies and procedures

- 1.Document clearly the policies and procedures at the Business Office that affect other Departments, such as those related to processing of CalCard payments, requests for travel and subsequent reimbursement of travel expenses, processing of vendor invoices, creation and processing of eBTAs, salary encumbrance and salary distribution changes, check requests and distribution, and other.
- 2.Disseminate these process documentations, as well as related policies, to all concerned College employees.
3. Conduct discussions, meetings or trainings, if necessary.

Unit Goal Status: New

Unit Goal Active Cycle: 2015-2016, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2014

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Measurable Objective: Awareness of Employees about Business Office's policies and procedures; efficiency and effectiveness of Business Office Operations

Planned Actions and Resource Requests

New - Disseminate District policies related to travel requests and reimbursement of travel expenses (Active)

Planned Action Description: 1. Research District policies related to travel requests and subsequent reimbursement of travel expenses.

2. Disseminate all relevant information about the policies to all concerned employees

What are the expected measurable results of the Action?: improved business process

Completed - Disseminate to all concerned employees policies for Procurement and Processing of Vendor Invoices (Active)

Planned Action Description: 1.Meet with our contact for Procurement, Kim Hoffman and discuss the District's Procurement Manual. Meet with Accounts Payable Manager and discuss the district's Accounts Payable manual.

2. Create a document that will summarize critical information in the Procurement and Accounts Payable manual. Disseminate to all concerned employees.

3. Conduct/Organize training, if necessary.

What are the expected measurable results of the Action?: awareness of employees about District Policies; efficiency and effectiveness of business processes

Completed - Research all policies related to Cal Card and consolidate. Distribute to all CalCard holders. (Active)

Planned Action Description: 1. Research all related policies related to the issuance of CalCards, approval and processing of payments, submission of supporting documents by the CalCard holders to the Business Office.

2.Consolidate all policies into one manual and disseminate to all CalCard holders.

3. Identify areas of improvement in the processing of payments and the recording of expenses paid through CalCards to ensure efficiency.

What are the expected measurable results of the Action?: Efficient processing of CalCard payments and recording of expenses.

PROGRAM REVIEW [a.adm] | Business Office

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4
EMP Objective 2.1.2 Apply the results of SLO/SAO assessment and dialogue to the ongoing improvement of the curriculum and services.
EMP Objective 2.3.1 Ensure that grant development and administration processes are transparent.
EDUCATIONAL MASTER PLAN - Strategic Objectives 4.1.1 - 4.3.1
EMP OBJECTIVE - EMP Objective 4.1.2 Train the College community in shared governance processes.
EMP OBJECTIVE - EMP Objective 4.2.1 Develop and implement a plan to improve collaboration between instructional and student services departments.

Unit Goal: Continuous Professional Improvement of the Business Office Staff

1. Plan for activities that will develop interpersonal relationship.
2. Find trainings that the staff can attend that will improve the staff's interpersonal relations, communication skills, customer service skills and leadership skills

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2012

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Measurable Objective: Improved communication; harmonious work relationship; improved work attitude; better services rendered to students and employees

Unit Goal Progress
Unit Plan PROGRESS UPDATES
Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018 03/06/2018
Status of Progress: No Progress Made
No training budget has been made available to all Business Office Staff
Unit Plan UPDATE TYPE: Update to Resource Request

Planned Actions and Resource Requests

In Progress - Re-evaluate staff responsibilities to maximize efficiency and ensure strong internal control (Active)
Planned Action Description: 1. Assess the workload of each staff at the Business office and determine if efficiency is optimized. 2. Re-assign responsibilities, if necessary. 3. Evaluate if strong internal control is maintained with the current allocation of responsibilities. 4. Inquire what other colleges do and evaluate which is best practice.
What are the expected measurable results of the Action?: strong internal control thru proper segregation of duties
Planned Initiation Cycle: 2018-2019

Mapping

PROGRAM REVIEW [a.adm] | Business Office

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.1.2 Apply the results of SLO/SAO assessment and dialogue to the ongoing improvement of the curriculum and services.

Unit Goal: Service All Students - On-Ground, Online, Resident and Non-Resident, Veterans, Disabled, etc. with Highest Quality and Efficient Service

Service all students effectively and efficiently by being available at the Business Office counters, or over the phone, by effective resolution of issues brought to the office, and smooth and efficient processing of business office transactions (e.g. student fee payment and refund process, billing third parties for student fees processing of travel requests, accounting and budget management of ASO and Student Club funds, among many others)

Unit Goal Status: New

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2015

Goal Timeframe: More than 3 years

Goal Measurable Objective: 1. Satisfactory rating of Business Office services by students through surveys

2. Timely resolution of student complaints

3. Timely processing of student payments and refunds

4. Accurate accounting and value-adding budget monitoring of ASO funds and ASO Club Funds

Planned Actions and Resource Requests

New - 1. Continuous Cross Training Among Staff in the Business Office, Admission and Records and Financial Aid Office (Active)

What are the expected measurable results of the Action?: 1. Minimized confusion among students on how certain services should be performed

2. Faster and more effective services to students

3. Improved registration and onboarding experience for students, which can lead to improved enrollment growth

Planned Initiation Cycle: 2018-2019

Resource Request: Replacement of Computers of Staff and Computers at the Counters (Approximately 12 computers)

Primary Contact Person for Resource Request: Rasel Menendez

Resource Request Status: New

Request Funding Type: One Time

TOTAL COST ESTIMATE: \$15,000

NONSALARY REQUEST - Technology: YES

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.1.2 Apply the results of SLO/SAO assessment and dialogue to the ongoing improvement of the curriculum and services.

EMP Objective 2.2.4 Engage students systematically in evaluating and improving the learning environment and their learning experiences.

EDUCATIONAL MASTER PLAN - Strategic Objectives 3.1.1 - 3.4.2

EMP OBJECTIVE - EMP Objective 3.2.1 Improve pre-enrollment services targeted to potential at-risk students.

PROGRAM REVIEW [a.adm] | Business Office

Unit Goal: Promote Financial Stewardship and Fiscal Responsibility

1. Promote Financial Stewardship by actively being involved in budget management and resource allocation processes of all financial resources of the College, which include the Program 10100, Categorical Programs and Specially-Funded Programs
2. Provide timely and accurate budget projections to management and other users of the budget reports.
3. Help manage College funds to maintain positive 10100 balance

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Measurable Objective: 1. Positive year-end fund balance

2. Clean internal and external audits

3. Efficient and effective resource allocation process and positive feedback from College employees

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/06/2018

Status of Progress: Some Progress Made

College 10100 budget is always balanced, with substantial surplus, for the past years. It is projected to end with a surplus in FY 17-18.

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Not Funded

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.1.2 Apply the results of SLO/SAO assessment and dialogue to the ongoing improvement of the curriculum and services.

EMP Objective 2.3.1 Ensure that grant development and administration processes are transparent.

EDUCATIONAL MASTER PLAN - Strategic Objectives 4.1.1 - 4.3.1

EMP OBJECTIVE - EMP Objective 4.1.2 Train the College community in shared governance processes.

Unit Goal: Service All Employees Efficiently and Effectively

Provide administrative services to employees by performing Business Office functions effectively and efficiently. Services include facilitating payment of invoices, processing reimbursements, travel requests and claims, accounting of trust funds, accounting and budget management of college financial resources, providing timely and accurate budget projections, among many others

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Measurable Objective: 1. Timely deposits of cash and checks received

2. Timely payment of invoices and other accounts payable

3. Timely resolution of issues surrounding services performed for employees

4. Timely processing of check requests

5. Support of campus revenue and expense cycles

Unit Goal Progress

Unit Plan PROGRESS UPDATES

PROGRAM REVIEW [a.adm] | Business Office

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/06/2018

Status of Progress: Some Progress Made

Due to insufficient staffing, some functions of the Business Office are not performed as efficiently as needed. Examples of functions that are not timely performed are in areas of budget management of categorical and specially funded programs, processing of vendor invoices, and processing of check requests.

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Not Funded

Planned Actions and Resource Requests

In Progress - 1. Automate Storage and Retrieval of Business Office documents (Active)

What are the expected measurable results of the Action?: 1. Efficiency in Business Office Processes

Planned Initiation Cycle: 2017-2018

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.1.2 Apply the results of SLO/SAO assessment and dialogue to the ongoing improvement of the curriculum and services.

EMP Objective 2.3.1 Ensure that grant development and administration processes are transparent.

Unit Goal: Support the College's Revenue and Expense Cycle

1. Provide timely and accurate budget projections to management and other users of the budget reports.
2. Promote Fiscal Responsibility to all budget owners of all College funds.
3. Manage College funds to maintain positive 10100 balance and other restricted funds
4. Participate in activities that generate more revenues for the College
5. Actively participate in resource prioritization meetings
6. Attend relevant trainings such as Grants Management and Monitoring, Accounting of Restricted funds, State and Federal funding updates

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Measurable Objective: 1. Clean internal and external audit reports

2. Efficient and effective allocation of College's financial resources as reported by the PIE and Budget Committees

3. Absence of budget problems (positive year-end balances for 10100, categorical funds and specially funded programs)

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.1.2 Apply the results of SLO/SAO assessment and dialogue to the ongoing improvement of the curriculum and services.

EMP Objective 2.3.1 Ensure that grant development and administration processes are transparent.

EDUCATIONAL MASTER PLAN - Strategic Objectives 4.1.1 - 4.3.1

EMP OBJECTIVE - EMP Objective 4.2.1 Develop and implement a plan to improve collaboration between instructional and student services departments.

PROGRAM REVIEW [a.adm] | Business Office

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] | Behavioral Science: Anthropology

Completion Status 2016-2017 Cycle: Program Review 2016-17 Complete Ready for Validation

Completion Status 2017-2018 Cycle: Program Review 2017-18 Validation Complete

Completion Status 2018-2019 Cycle: Program Review 2018-2019 Validation Complete

Unit Goal: Improve Student Success

Our goal is to improve student success rates by creating learner-centered environments with engaging and high impact educational practices.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 08/26/2019

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Measurable Objective: Increase in student learning outcomes and increase of student retention.

Planned Actions and Resource Requests

New - Provide active learning opportunities and increase student equity (Active)

Planned Action Description: The casts requested will allow students to learn the differences among major primate groups, to learn what dental adaptations to different foods look like, and to evaluate fossil evidence of bipedal locomotion--all through hands-on learning. The traits that are relevant to understanding and evaluating these ideas are far easier to see and understand through examination of three dimensional objects (casts) than they are from two dimensional photos or drawings. The safety equipment and raw materials for flint-knapping requested will allow students to learn through personal practice and experience the cognition and coordination that was required to produce the various technological innovations humans have produced throughout our evolution. Furthermore, because students at other institutions have access to these materials and experiences, providing them to our students will increase our students' equity of access.

What are the expected measurable results of the Action?: We expect the action to increase success with our SLOs for Anthropology 101 and 111 and to increase student retention.

Planned Initiation Cycle: 2019-2020

Resource Request: We request funds in the amount of \$1868 to purchase casts of nonhuman primates and fossil humans that are currently lacking from our collections. This amount covers the cost of 10 casts (\$1730) and ground shipping (\$138).

We also request funds in the amount of \$663 to purchase safety equipment (\$247.64) and consumable raw materials (\$207.55 x 2 semesters = \$415.10) for a flint-knapping lab (making stone tools) serving 50 students per semester.

Total funding resource request is a one-time request of \$2115.64 and an ongoing request of \$415.10.

Primary Contact Person for Resource Request: Stephanie Meredith

Resource Request Status: New

Request Funding Type: Both

Extended Description for Complex Requests: Funds requested for casts (\$1868) are a one-time, stand-alone request. These materials will serve students for decades.

Funds requested for flint-knapping supplies are a one-time request for safety equipment paired with an on-going request for raw materials. On-going funds requested for raw materials for flint-knapping (\$415.10 per academic year) must be accompanied by

PROGRAM REVIEW [i.aca] | Behavioral Science: Anthropology

one-time funds for the safety equipment to use the raw materials (\$247.64). However, once the safety equipment for flint-knapping has been procured, it can be used repeatedly and will only occasionally need to be replaced. Raw materials for flint-knapping are consumed by students in the course of making stone tools and must be replaced in order to run the lab activity again.

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES

If yes, please cite the requirement details: Flint-knapping requires eye protection. It is beneficial to have hand protection for this activity as well. Tarps ensure that sharp flakes from knapping are contained for proper disposal and are not left out in the environment.

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: casts, safety equipment, consumable stone tool-making raw material

NONSALARY REQUEST - Equipment/ Supplies Cost: 2530.74

Source of Cost Estimate - Has supporting documentation been attached?: YES

ADDITIONAL COMMENTS - Further Justification for the Resource Request: The requested nonhuman primate and fossil human casts will help us provide to our students a transformative educational experience by providing them hands-on experience with things they have never seen but which are a part of their own human history (1). These materials will improve the quality of our instruction by allowing us to offer more hands-on learning (2), which will support our teaching and learning goals in numerous ways. More hands-on learning will support our diverse community by providing more learning opportunities across multiple modalities (3). It will provide our students with opportunities to practice critical evaluation of the osteological and fossil evidence necessary to test evolutionary hypotheses (4), which will facilitate their success after transfer and prepare them for a lifetime of evaluating scientific evidence (5). It will provide opportunities for students to engage in more cooperative, student-led learning and teaching by discussing the evidence among themselves and helping each other to see the relevant osteological characteristics (6). It will increase students' technical competence in osteology (7), which is transferrable to all vertebrate sciences and applied human health (8), as well as in quantitative measurement, which is transferrable to all STEM fields (9). We hope that these benefits will improve achievement in both our classes and beyond (10).

Because students at other institutions have access to these casts, these materials will increase equitable access to educational opportunities for our students (11). Because hands-on learning is fun, we expect that these materials will help us generate more student excitement in and momentum through our classes (12).

Lastly, these materials will increase the utility of our existing collections. We lack specimens that are critical for comparing to our existing specimens in order to illustrate evolutionary changes throughout primate and human evolution. Adding the requested specimens to our collection will allow our existing specimens to be used in new ways. The value of the requested specimens is therefore not additive, but multiplicative (13).

Knapping (making stone tools) is a transformational experience in the fields of both Biological Anthropology and Archaeology (1). Despite the fact that stone tools have been the primary hominin (humans and their extinct ancestors and close relatives over the last 7 million years) technology for almost all of the last 3.3 million years, I always found them terribly uninteresting until I tried to make them myself. Making--or attempting to make--your own very basic stone tools brings to life the importance of stone tool production in the ecology of early human ancestors in a way that no other activity can. It clarifies the cognitive complexity and technical skill required to invent and produce the more sophisticated stone tool industries that fossil humans invented 1.6 million years ago and built on thereafter. Knapping makes it easy to imagine how challenging life would have been in the past with only stone tools in your toolkit. It allows you, through your own clumsy efforts, to easily imagine yourself in the place of your ancestors both recent and distant. It is truly revelatory. When I have been able to run such a lab, it has always been students' favorite of the semester, so we expect that it will generate more student excitement in and momentum through our classes (12). It is recommended to purchase 1 lb of raw material per person for a basic flint-knapping activity. The funds requested will purchase material sufficient to serve 50 students per semester.

(1) – WLAC Mission

(2) – College Master Plan District Goal 2, Teaching and Learning for Success

(3) – WLAC Mission; College Master Plan District Goal 2, Teaching and Learning for Success

(4) – Institutional SLO A, Critical Thinking

(5) – WLAC Mission; College Master Plan District Goal 2, Teaching and Learning for Success

PROGRAM REVIEW [i.aca] | Behavioral Science: Anthropology

- (6) – Institutional SLOs: A, Critical Thinking; B, Communication; D, Interpersonal Skills
- (7) – Course SLOs: Anthro 101, SLO 2; Anthro 111 SLO 1
- (8) – WLAC Mission; Institutional SLO F, Technical Competence; College Master Plan District Goal 2, Teaching and Learning for Success; College Strategic Goal 3.3, Prepare Students for Competitive Workforce
- (9) – Institutional SLO C, Quantitative Reasoning; College Master Plan District Goal 2, Teaching and Learning for Success; College Strategic Goal 3.3, Prepare Students for Competitive Workforce
- (10) – College Strategic Goal 1.1, Improve Student Achievement
- (11) – College Master Plan District Goal 1, Access and Preparation for Success
- (12) – College Master Plan District Goal 1, Access and Preparation for Success
- (13) – College Strategic Goal 2.4, Enhance and Maintain Facilities/Technology for Effective Teaching/Learning; College Strategic Goal 3.4. Enhance Curriculum Vitality/Viability/Relevance

Related Documents:

[Flint knapping safety equipment.pdf](#)

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] | Behavioral Science: Family / Child

Completion Status 2016-2017 Cycle: Program Review 2016-17 Complete Ready for Validation

Completion Status 2017-2018 Cycle: Program Review 2017-18 Validation Complete

Completion Status 2018-2019 Cycle: Program Review 2018-2019 Validation Complete

Unit Goal: Counselor Meetings

Meetings with counselors to streamline the Child Development AA degree and Certificate of Achievement.

Unit Goal Status: New

Unit Goal Active Cycle: 2016-2017, 2018-2019

Unit Goal Start Date: 03/01/2017

Unit Goal Retired/Archived Date: 08/29/2021

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: STUDENTS & STUDENT SUCCESS: Degree/ Certificate Trends.

The data reported for the number of students receiving a Child Development degree was an average of 8 degrees from 2010-2015. However, the increase in completing degrees may take a few years to show a significant increase as well as a mainstream from the counselor and the Child Development Dept./Program. There is discrepancies with the information that is being provided to the students. Some students have reported that some counselors are recommending that students to change their major to Liberal Arts with a minor in Child Development instead of them majoring in Child Development. In addition, some course outlines have not been updated in the counseling office, in which the program has tried to communicate with the counseling office that students need to be properly informed of the difference between elementary school teaching and early childhood education.

Goal Rationale - SLO assessment & reflection: Student Achievement of Degree/Certificates

Goal Measurable Objective: We will have more than 10 AA degrees posted and more than 30 certificates issued.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

03/04/2018

Status of Progress: No Progress Made

We have yet to meet with counselors.

Unit Plan UPDATE TYPE: Update to Unit Goal

Unit Goal: Special Speakers/Workshops

In order to increase males to join our program, we would have special speakers and workshops that would recruit males as well as more females. We would have workshops, job fairs, school fairs, and advisement for the Early Childhood Education Field.

Unit Goal Status: New

Unit Goal Active Cycle: 2017-2018, 2018-2019

Unit Goal Start Date: 03/01/2017

Unit Goal Retired/Archived Date: 06/09/2019

Goal Timeframe: 1-3 years

PROGRAM REVIEW [i.aca] | Behavioral Science: Family / Child

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: STUDENTS AND STUDENT SUCCESS: Gender Trends

The dominant gender in the early childhood education are females (90%). However, recruitment efforts are in place for males to join the career path of early childhood education. Recruitment strategies utilized by the Child Development Dept. have been to sponsor a Child Development Club, conduct recruitment outreach during campus and community events

Goal Measurable Objective: We would see an increase trend of males in our program as well as more students transferring in to a 4 year university and job placement.

Unit Goal: Annual Spring Certificate Ceremony

Successfully celebrate and motivate the students that have earned a certificate, transfer, and/or AA degree.

Unit Goal Status: New

Unit Goal Active Cycle: 2017-2018, 2018-2019

Unit Goal Start Date: 06/02/2018

Unit Goal Retired/Archived Date: 06/03/2023

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: STUDENTS & STUDENT SUCCESS: Degree/ Certificate Trends

There was a significant increase of certificates from 3 (in 2014-2015) to 25 (in 2015-2016). There was a massive recruitment and verification information session on May 6, 2016 for students to be informed of what certificates they have earned, what classes they need to take to earn additional certificates and identify the classes necessary to earn their AA. With the help of the Child Development Center Director, student worker and two adjuncts, the event was a great success. In addition, on June 3, 2016, the Child Development Dept./Program celebrated the students' success by having a certificate ceremony to motivate students to earn additional certificates and complete their AA or transfer.

In this event, food and certificates will be provided for the students and family members. This certificate ceremony will resemble a graduation ceremony, in which a guest speaker will be invited. Decorations and other celebratory necessities will be needed as they were used in June 3, 2016.

Goal Measurable Objective: There will be more than 30 certificates/AA degree/Transfers issued at the end of each academic school year.

Unit Goal: Child Development Office and Consortium Manager

A person that will be able to assist students with their state permits and maintain paperwork for certificates.

Unit Goal Status: New

Unit Goal Active Cycle: 2017-2018, 2018-2019

Unit Goal Start Date: 08/01/2018

Unit Goal Retired/Archived Date: 08/29/2021

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: In order to keep track of the students receiving state permits and continue assisting these students and their needs, a manager will ensure this.

Goal Rationale - SLO assessment & reflection: Student Achievement of Degree/Certificates

Goal Measurable Objective: We will have more than 10 AA degrees posted, more than 30 certificates issued, and more than 50 permit applications.

Unit Goal: Embedded Child Development Counselor

The counselor will be able to facilitate with students to receive proper and correct guidance in furthering their Child Development career.

Unit Goal Status: New

Unit Goal Active Cycle: 2017-2018, 2018-2019

Unit Goal Start Date: 04/01/2018

PROGRAM REVIEW [i.aca] | Behavioral Science: Family / Child

Unit Goal Retired/Archived Date: 07/01/2022

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Currently our graduation rate is low and it is because of the lack of counselor to help the students providing guidance with their academic goals.

Goal Rationale - SLO assessment & reflection: Our student success rate will increase because students will have a designated person to refer to with all their counseling questions that pertain to CTE forum (Child Development)

Goal Measurable Objective: We will have more than 40 students that will graduate, transfer, and/or receive certificate of achievements.

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.pre] I College & Career Preparation (was Adult & Continuing Ed)

Unit Goal: Noncredit & Adult Ed business operations (Tim and Coordinators)

Define and implement the business operations (policies and procedures) for the noncredit and adult education division related to instruction, activities, and services required by the AEBG, noncredit SSSP, and WIOA Title II grant and in its interactions with relevant instruction, instructional support, and student service areas.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019, 2019-2020

Unit Goal Start Date: 03/28/2017

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: West was awarded AEBG funding for the first time in 2016 and had its first full-time noncredit and adult education faculty member transfer to the college in February 2016. In Fall 2016, noncredit SSSP funds were awarded to the college and training was conducted for mandatory reporting of activities beginning in Fall 2017. Operating under the direction of the interim President to grow noncredit and adult education with an initial goal of 150 FTES, the faculty director established strategic on- and off-campus partnerships, scheduled noncredit courses, and conducted marketing, student outreach, and registration assistance for the noncredit and adult education unit. The roll-out and growth of noncredit and adult education was met with significant support, as well as some resistance in the student services division.

No formal announcement was ever made introducing noncredit and adult education to the campus community or inclusion of this unit into an existing or new division. While the faculty director and administrators were successful in collaborating with others and navigating through the college's systems to grow the unit and enrollment by over 1000%, the unit's continued growth and impact on student success and ability to serve its targeted adult ed students is hampered by the lack of institutionalization and clear integration and definition of its business operations within the college. The defining of business operations (policies, procedures, roles and responsibilities) for noncredit SSSP is especially urgent. West's initial award for noncredit SSSP services was miniscule (less than \$5,000), as it was based on the college's five noncredit FTES generated in 2014-15. With the establishment of a full-fledged noncredit and adult education instructional program that is generating significant FTES with nontraditional and under-prepared students on- and off-campus, the AEBG grant can integrate essential noncredit SSSP counseling staff and services as noncredit instruction grows and the unit can generate more noncredit SSSP funding by delivering required services to students. Noncredit SSSP needs to be fully integrated within the noncredit and adult education unit and be implemented independently of the credit SSSP services. The noncredit SSSP reporting can be shared with and coordinated with the credit SSSP coordinator. The noncredit and adult education unit will continue to refer students who want to take credit classes to the credit SSSP services (Expressway).

The investment in the staff, CASAS testing, and other activities for the WIOA Title II grant is also very important. By meeting the requirements of this grant, West can also meet the requirements of AEBG and generate income from the benchmarks (success outcomes) earned by students.

Goal Measurable Objective: 1) Clearly defined, documented and implemented business operations for AEBG and noncredit SSSP requirements, activities and services with regard to interaction with credit SSSP and other relevant student service areas. Operations should be regularly reviewed and discussed with a focus on continuous improvement and student access and success outcomes. Possible business operations include outreach and marketing, college application and course registration assistance, intake, orientation, assessment, CASAS pre- and post-testing to document bench-marking, noncredit SEPs, counseling/advising,

PROGRAM REVIEW [i.pre] I College & Career Preparation (was Adult & Continuing Ed)

follow-up and other services, employment placement documentation.

2) Hiring of a limited noncredit counselor/advisor and two part-time Career Guidance Counselor Assistants to conduct, document, and report noncredit SSSP activities.

3) Hiring of SFP Technician and a part-time program assistant to conduct CASAS pre- and post testing and reporting.

4) Hiring of a classified student services assistant and two part-time program assistants to conduct outreach, intake, and college application and registration assistance.

5) Purchase of necessary computer, scantron, laptops to support CASAS testing for WIOA II grant and college application and registration assistance.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/23/2019

Status of Progress: Some Progress Made

Improve operations and signage, replace old equipment and furniture, and increase promotion and staffing of the College & Career Preparation division to ensure that the requirements and outcomes of the Adult Education Program, WIOA Title II, Student Equity and Achievement Program, Strong Workforce, Guided Pathways, and other related grants and programs are met.

Unit Plan UPDATE TYPE: Update to Unit Goal

Planned Actions and Resource Requests

In Progress - Business operations for AEBG and noncredit SSSP (Active)

Planned Action Description: Need to establish clearly defined, documented and implemented business operations for AEBG and noncredit SSSP requirements, activities and services with regard to interaction with credit SSSP and other relevant student service areas. Possible business operations include outreach and marketing, college application and course registration assistance, intake, orientation, assessment, CASAS pre- and post-testing to document bench-marking, noncredit SEPs, counseling/advising, follow-up and other services, employment placement documentation.

What are the expected measurable results of the Action?: Business operations developed and established regarding the noted needs above

Planned Initiation Cycle: 2016-2017

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/23/2019

Status of Progress: Some Progress Made

Hire appropriate full-time faculty and classified staff positions to establish and continuously improve operations, procedures and staffing of the College & Career Preparation division in coordination with Academic Affairs and in compliance with the related funding sources.

Unit Plan UPDATE TYPE: Update to Planned Action

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/23/2019

Status of Progress: Some Progress Made

Hire appropriate full-time faculty and classified staff positions to establish and continuously improve operations, procedures and staffing of the College & Career Preparation division in coordination with Academic Affairs and in compliance with the related funding sources.

A full-time Learning Center Director (faculty) and full-time Student Services Assistant (classified) were hired on a staggered basis

PROGRAM REVIEW [i.pre] I College & Career Preparation (was Adult & Continuing Ed)

over the past 10 months. The operations of the Learning Center has improved dramatically, as student use has grown tremendously with this staffing and co-location of the College & Career Preparation division. Enrollment and attendance in both regular and enhanced noncredit courses have increased FTES generation for the college. This revised planned action is complete

Unit Plan UPDATE TYPE: Update to Planned Action

In Progress - CASAS Support (Active)

Planned Action Description: Hiring of SFP Technician and a part-time program assistant to conduct CASAS pre- and post testing and reporting.

What are the expected measurable results of the Action?: Hiring of listed staff. moved to resource request above

Planned Initiation Cycle: 2016-2017

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/23/2019

Status of Progress: Significant Progress Made

Hire full-time classified position (Student Services Specialist) and two part-time program assistants to implement WIOA Title II and Adult Education Program data collection and reporting requirements, which includes training faculty and staff as test proctors, setting up and conducting CASAS diagnostic testing, collecting paper tests for off-site locations, CASAS test interpretation and analysis, TOPS-Pro reports and analysis, WIOA Title II reporting and analysis, cleaning of data, training of faculty and staff to run test results and interpret student test, maintain test security, and proctor certification compliance.

Since the Fall of 2018, three part-time unclassified staff were hired and trained to administer and proctor the CASAS testing. Our operations, off-site locations and number of faculty and class sections have grown significantly in the past 7 months, instigating the need for a full-time classified staff person to oversee the efficient and appropriate implementation of our WIOA Title II and Adult Education CASAS required activities

Unit Plan UPDATE TYPE: Update to Planned Action

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/23/2019

Status of Progress: No Progress Made

Resource Request:

\$120,000 for full-time Student Services Specialist

\$42,000 for two part-time program assistants (student workers)

Unit Plan UPDATE TYPE: Update to Resource Request

In Progress - Computers & Equipment (Active)

Planned Action Description: Purchase of necessary computer, scantron, laptops to support CASAS testing for WIOA II grant and college application and registration assistance and GED testing center

What are the expected measurable results of the Action?: Procurement of necessary computers and equipment

Planned Initiation Cycle: 2016-2017

In Progress - Establish Noncredit Counseling/Advising program (Active)

Planned Action Description: Hiring of a limited noncredit counselor/advisor and two part-time Career Guidance Counselor Assistants to conduct, document, and report noncredit SSSP activities

PROGRAM REVIEW [i.pre] | College & Career Preparation (was Adult & Continuing Ed)

What are the expected measurable results of the Action?: Hiring of listed staff

Planned Initiation Cycle: 2016-2017

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/23/2019

Status of Progress: Some Progress Made

Recruit, hire and train a full-time, tenure track counselor, in addition to our two limited, part-time counselors, and six part-time Career Guidance Counseling Assistants, who work almost exclusively with adult ed students on and off-campus, completing noncredit ed plans and transitioning students to credit and/or employment in alignment with the Student Equity and Achievement Program, Adult Education Program, Guided Pathways, Strong Workforce, the State Chancellor's Vision for Success, and the State's new funding formula. R

Update: With the hiring of two limited part-time counselors (67% each) and two part-time CGCAs in the past 14 months, matriculation services for both on-campus and off-campus noncredit students were established. While the number of noncredit Career Development and College Preparation certificates awarded has increased, the heavy workload and increased demand for noncredit student ed plans, ed plans for noncredit student transitioning to credit, and graduation petitions is greater than our current staffing can meet.

Unit Plan UPDATE TYPE: Update to Planned Action

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/23/2019

Status of Progress: No Progress Made

Resource Request:

\$150,000 for a full-time counselor that focuses on noncredit and transitioning students from noncredit to credit and employment

\$165,000 for a total of six part-time CGCAs

Unit Plan UPDATE TYPE: Update to Resource Request

In Progress - Outreach & Registration support staff (Active)

Planned Action Description: Hiring of a classified student services assistant and two part-time program assistants to conduct outreach, intake, and college application and registration assistance.

resource request listed in goal above indicates we expect our new SSA to start on May 7, 2018

What are the expected measurable results of the Action?: Hiring of listed staff

Planned Initiation Cycle: 2016-2017

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/23/2019

Status of Progress: Some Progress Made

Recruit, hire, train, and supervise program assistants and tutors to assist staff and faculty in the daily operations of the College & Career Preparation division and the Learning Center including, but limited to, on boarding students to the college, providing instructional support, promoting classes, programs and serves, and providing excellent customer service to our students and partners.

Update: The original planned action was completed, however, it has been revised to accommodate the increased need for the

PROGRAM REVIEW [i.pre] I College & Career Preparation (was Adult & Continuing Ed)

hiring and training of our student workers and tutors which are essential to our daily operations.

Unit Plan UPDATE TYPE: Update to Planned Action

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/23/2019

Status of Progress: No Progress Made

Hire two part-time Employment Facilitators to assist students with successfully transitioning to the workforce and into living wage and sustainable employment in their field of study as well as inform students about their pathways to continue to advance their training and education and increase their income.

Unit Plan UPDATE TYPE: Update to Planned Action

Description and Analysis of Outcome Measures: Increased number of students successfully employed in their field of study which is a major outcome for the State's new Funding Formula, Strong Workforce, Adult Ed Program, etc.

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.1.1 Refine and/or develop and implement effective programs and services to improve the performance of targeted groups of historically lower-achieving students (.e.g, ACE)

EMP Objective 1.1.6 Develop and implement an accelerated pathway through the English sequence.

EMP Objective 1.2.2 Implement learner-centered teaching strategies on which faculty have been trained.

EMP Objective 1.2.3 Facilitate forums for dialogue on newly developed and implemented learning/teaching strategies.

EDUCATIONAL MASTER PLAN - Strategic Objectives 3.1.1 - 3.4.2

EMP OBJECTIVE - EMP Objective 3.1.2 Provide access and follow-up services to ensure that students enter and follow the correct pathways until they attain their goals.

EMP OBJECTIVE - EMP Objective 3.2.1 Improve pre-enrollment services targeted to potential at-risk students.

EMP OBJECTIVE - EMP Objective 3.2.2 Enhance services to improve the retention and success rates of Black/African American and Hispanic/Latino students.

EMP OBJECTIVE - EMP Objective 3.2.4 Identify critical milestones for student success based on research, monitor progress of at-risk students through those milestones, and initiate supportive action as needed.

EMP OBJECTIVE - EMP Objective 3.2.5 Enhance services and programs to meet the needs of students and the community for whom English is a second language.

EMP OBJECTIVE - EMP Objective 3.3.2 Close gaps in the preparation of students for employment in applicable fields.

EMP OBJECTIVE - EMP Objective 3.3.3 Enhance career counseling for undecided students.

EDUCATIONAL MASTER PLAN - Strategic Objectives 5.1.1 - 5.2.1

EMP OBJECTIVE - EMP Objective 5.1.3 Strengthen relationships with local cities, businesses, and residents.

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [a.stu] | CCP - CalWORKS

Completion Status 2017-2018 Cycle: Program Review 2017-18 Complete Ready for Validation
Completion Status 2018-2019 Cycle: Program Review 2018-2019 Complete ready for Validation

Unit Goal: 1.1.2 Strengthen the effectiveness and coverage of the tutoring program.

Take proactive steps to identify CalWORKs participants who are below 2.0 GPA, or in danger of dropping below 2.0 GPA on Academic Probation, Progress Probation. Identify the subjects which are the most in need. Hire tutors, an SFP Office Assistant, and unclassified staff to refer participants to the respective subject tutor, monitor referrals, and implement a monthly progress report to be completed by the instructor whose class requires tutoring.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 03/22/2019

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: CalWORKs participants are saddled with more barriers than the traditional students and are unaware of the academic resources such as tutoring. The implementation of a progress report for those students who are in danger of academic probation will be vital for helping CalWORKs participants complete their academic goal at West Los Angeles College.

Goal Rationale - SLO assessment & reflection: Per WLAC EMP, this goal will address goal 1.1.2. Strengthen the effectiveness and coverage of the tutoring program.

Goal Measurable Objective: Quantify the number of CalWORKs participants referred, referrals kept, and gauge the effectiveness of proactive tutoring referrals.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019 03/23/2019

Status of Progress: No Progress Made

Cal Works outreach

Unit Plan UPDATE TYPE: Update to Resource Request

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019 03/22/2019

Status of Progress: Some Progress Made

CalWORKs is working with the WLAC OIE to comprise a database of current participants who are in need of tutoring. 4 tutors have been hired, and participants are being referred.

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Unknown

For Resource Requests: What is the impact on the program of either receiving or not receiving?: CalWORKs has the funding to hire an SFP Office Assistant and will move to hire soon

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

PROGRAM REVIEW [a.stu] | CCP - CalWORKS

New - Increase counseling coverage and services for CalWORKs recipients (Active)

What are the expected measurable results of the Action?: More support

Planned Initiation Cycle: 2019-2020

Resource Request: Hire full-time tenure track CalWORKs

Primary Contact Person for Resource Request: Angeles Abraham

Resource Request Status: New

Request Funding Type: On-going

TOTAL COST ESTIMATE: \$100,000.00

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Discipline: Counseling

FACULTY REQUEST - Why is this position needed at this time?: No stable staffing. No stability for students.

FACULTY REQUEST - Rationale: Demand: No stable counseling and need is there. Program has own funding to hire own full-time counselor.

ADDITIONAL COMMENTS - Possible funding sources: CalWORKs have their own funding to hire their own tenure track counseling position and give stability to students.

Unit Goal: Identify and Provide Tutoring for CalWORKs Participants In Need

CalWORKs will identify participants who need tutoring and refer, and monitor their referral.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 03/22/2019

Unit Goal Retired/Archived Date: 03/25/2022

Goal Timeframe: 1-3 years

Goal Priority: Medium

Goal Rationale - Program Review Narrative & Assessment: Goal is foster strong perseverance and completion for CalWORKs Participants.

Goal Rationale - SLO assessment & reflection: This goal will address the effectiveness and coverage of the CalWORKs tutoring program.

Goal Measurable Objective: Quantify tutoring need, referrals and effectiveness of the CalWORKs tutoring program.

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.stu] | Counseling

Completion Status 2016-2017 Cycle: Program Review 2016-17 Complete Ready for Validation

Unit Goal: Online Counselor

Hire an Online Counselor

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 04/09/2019

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: To increase the access of services to students who are unable to make it to campus to attain services.

Goal Measurable Objective: The number of students accessing services provided by an online counselor by completing CSEPs, decrease units and increase knowledge of colleges pathways.

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1
EMP Objective 1.1.1 Refine and/or develop and implement effective programs and services to improve the performance of targeted groups of historically lower-achieving students (.e.g, ACE)
EMP Objective 1.1.3 Complete development of the Student Equity Plan and implement it.
EMP Objective 1.1.7 Establish College-wide targets for each of the measures in the institution-set standards for student achievement, and monitor improvement.
EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4
EMP Objective 2.3.2 Double the number and size of grants that support the College mission.
EMP Objective 2.4.2 Enhance the safety and cleanliness of the learning and teaching environment.
EMP Objective 2.4.3 Expand the use of up-to-date technology for teaching and learning.
EMP Objective 2.4.4 Promote student engagement in campus life through creation and/or enhancement of inviting spaces.
EDUCATIONAL MASTER PLAN - Strategic Objectives 3.1.1 - 3.4.2
EMP OBJECTIVE - EMP Objective 3.1.1 Create and promote roadmaps for all degrees and certificates and align class scheduling with them.
EMP OBJECTIVE - EMP Objective 3.1.2 Provide access and follow-up services to ensure that students enter and follow the correct pathways until they attain their goals.
EMP OBJECTIVE - EMP Objective 3.2.1 Improve pre-enrollment services targeted to potential at-risk students.
EMP OBJECTIVE - EMP Objective 3.2.2 Enhance services to improve the retention and success rates of Black/African American and Hispanic/Latino students.

PROGRAM REVIEW [i.stu] | Counseling

EMP OBJECTIVE - EMP Objective 3.2.3 Investigate the possible causes of the decrease in the proportion of African/American student enrollment, and initiate any corrective or supportive action warranted.

EMP OBJECTIVE - EMP Objective 3.2.4 Identify critical milestones for student success based on research, monitor progress of at-risk students through those milestones, and initiate supportive action as needed.

EMP OBJECTIVE - EMP Objective 3.2.5 Enhance services and programs to meet the needs of students and the community for whom English is a second language.

EMP OBJECTIVE - EMP Objective 3.3.1 Develop a career and job placement center.

EMP OBJECTIVE - EMP Objective 3.3.2 Close gaps in the preparation of students for employment in applicable fields.

EMP OBJECTIVE - EMP Objective 3.3.3 Enhance career counseling for undecided students.

EMP OBJECTIVE - EMP Objective 3.3.4 Strengthen and broaden relationships with industry leaders.

EMP OBJECTIVE - EMP Objective 3.4.1 Ensure the accuracy of curriculum-related records and publications.

EMP OBJECTIVE - EMP Objective 3.4.2 Systematically evaluate and improve the program viability process.

EDUCATIONAL MASTER PLAN - Strategic Objectives 5.1.1 - 5.2.1

EMP OBJECTIVE - EMP Objective 5.1.1 Establish pathways for students at specific high schools to transition to West and succeed.

EMP OBJECTIVE - EMP Objective 5.1.2 Establish a mentoring program for low-achieving students, drawing mentors from among community leaders and West alumni and retirees.

EMP OBJECTIVE - EMP Objective 5.1.3 Strengthen relationships with local cities, businesses, and residents.

EMP OBJECTIVE - EMP Objective 5.2.1 Open students to global issues through curriculum and co-curricular activities.

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] | Computer Science

Completion Status 2016-2017 Cycle: Program Review 2016-17 Complete Ready for Validation

Completion Status 2017-2018 Cycle: Program Review 2017-18 Validation Complete

Completion Status 2018-2019 Cycle: Program Review 2018-2019 Validation Complete

Unit Goal: Improve Student Employment Readiness in Network and Security Program

Improve student employment readiness by assuring division curriculum remain current and relevant.

-Improve Netlab infrastructure

-Create certificate of achievement as the IT pathway academy

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2015

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: This goal addresses the following program needs:

- 1) Assures the CS Division curriculum remains current and relevant.
- 2) Addresses Technology Advances.
- 3) Addresses a need advocated by the Advisory Board.

Goal Rationale - SLO assessment & reflection: The goal will address SLO assessment at program level like a capstone project or IT industry certification.

Goal Measurable Objective: The measurable objectives will be the following:

- 1) increased number of students earning college degree & certificate of achievement in Computer Network and Security Management.
- 2) increased number of students earning industrial certification.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/29/2018

Status of Progress: Significant Progress Made

The division has created and modified many courses and certificates in the past year.

Unit Plan UPDATE TYPE: Update to Unit Goal

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

02/08/2017

Status of Progress: Some Progress Made

has improved and will make more progress

Unit Plan UPDATE TYPE: Update to Unit Goal

Description and Analysis of Outcome Measures: number of degree and certificate awards.

PROGRAM REVIEW [i.aca] | Computer Science

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: Modify status (02/08/2017)

Modification Type: Change to Unit Goal

Planned Actions and Resource Requests

In Progress - Creating new courses & new certificate of achievement, and improve our lab infrastructure with purchased hardware equipments. (Active)

Planned Action Description: 1) Creating new courses & new certificate of achievement including the following:

- Update courses like Palo Alto Firewall and Computer Forensics
- Create new Certificate of Achievement for Amazon Web Service curriculum
- Update A+ hardware courses to include Internet of Things (IoT)

2) Improve our lab infrastructure with the following purchased hardware equipment

- Replace routers and switches in CE101 Computer Science Data Center
- Replace computers in CE105A.

What are the expected measurable results of the Action?: The measurable results will be the increased number of college certificate awarded and number of students who have earned industry certification.

Planned Initiation Cycle: 2018-2019

Resource Request: -Replace routers and switches in CE101 Computer Science Data Center
-Replace computers in CE225.

Primary Contact Person for Resource Request: Anna Chiang

Resource Request Status: Continuing

Request Funding Type: One Time

Extended Description for Complex Requests: -The Computer Science division needs to replace the switches and routers in CE101 which supports the WAN & LAN of computer classrooms CE101, CE103, CE104, CE105A, CE105B and CE106.

Most of switches and routers in CE101 are over 15 years old, we are starting to experience frequent hardware failure which impacting students to access local area network and the Internet.

-Computers in CE225 are over 10 years old, the computers do not support current application at acceptable performance levels.

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 30,000

EMPLOYEE REQUEST - Faculty: NO

NONSALARY REQUEST - Facilities: YES

NONSALARY REQUEST - FACILITIES: Can this request be met by a Work Order?: Yes

NONSALARY REQUEST - FACILITIES: Describe the facilities request: Facility crew to help move away the older computers.

NONSALARY REQUEST - Technology: YES

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: IT to help replace routers and switches in CE101.
IT to help set up computers in CE105A.

Source of Cost Estimate - Has supporting documentation been attached?: YES

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 3.1.1 - 3.4.2

EMP OBJECTIVE - EMP Objective 3.1.1 Create and promote roadmaps for all degrees and certificates and align class scheduling with them.

PROGRAM REVIEW [i.aca] | Computer Science

Unit Goal: Create Engineering Curriculum, Certificate of Achievement, and AS degree

ASSOCIATE OF SCIENCE DEGREE IN ENGINEERING: COMPUTER, SOFTWARE TRACK

ASSOCIATE OF SCIENCE DEGREE IN ENGINEERING: ELECTRICAL TRACK

Create new courses and Certificate of Achievement in Essential of Robotics and Programming.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019, 2019-2020

Unit Goal Start Date: 09/05/2016

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Learn the development, design and application of circuits, computers, embedded systems, digital systems simulation and digital control systems.

Goal Rationale - SLO assessment & reflection: The goal will address SLO assessment at course level. Engineering course requires students to learn and experience working with oscilloscope, digital multimeter, function generator, variable power supply. They also need to be able to build a circuit and analyze the behavior through simulation.

Goal Measurable Objective: The primary measurable objective for this goal is to:

- increase the number of students entering in the area of study in engineering in all the tracks of Engineering.
- increase the number of students who complete the certificate of achievement and associate degree.

Most of colleges who offer Engineering tracks have a designated space named Makerspace.

Makerspaces are more than just places to make things; a makerspace is 'a physical location where students gather to share resources and knowledge, work on projects, network, and build.

Most of Engineering courses involves projects that requires student to create, design and build things. So they need space, tools, usable laboratory / workshop to make this possible. This space will provide an enormous number of students with the ability to unleash their creative sides, and I have no doubt that great things will come as a direct result of the learning that takes place in the new makerspace.

This new makerspace will be a place for students to use their imaginations, learn new skills, and work with each other to design, build, and create.

Desk for surface studio: \$400

1- stackbin Workbench, 3505 Series, Maple Butcher Block Square Edge, 72"W X 30"D, Black \$ 435.95
We need 20 at least. \$8719

-23pcs Enhanced PC Toolkit count (\$26.49 each pcs) count 20 \$529.8

Monoprice Maker Ultimate 3D Printer - MK11DirectDrive Extruder /24V Power System \$499.99

MP Fully Enclosed 300 3D Printer, Easy Wi-Fi, Touch Screen, Large Build Size, Assisted Leveling 2 \$1,499.99 \$2,999.98

MP Fully Enclosed Dual Extruder 3D Printer, Easy Wi-Fi, Touch Screen Camera \$999.99 \$999.99

Planned Actions and Resource Requests

In Progress - Create a certificate of achievement-Essential of Robotics and Programming.

-Create associate of science degree in Engineering on Computer and Software track.

-Create associate of science degree in Engineering on Electrical Track.

(Active)

Planned Action Description: -Certificate of Achievement in Essential of Robotics and Programming allows for a focus on the hardware, modeling and the algorithms, all of which are the integral components of robotics. Building and programming a robot is a combination of mechanics, electronics, and problem solving. What student will learn while doing

PROGRAM REVIEW [i.aca] | Computer Science

the activities and projects will be relevant to real-world applications that use robotic control.

-The Associate in Science in Engineering Degree: Electrical Track and Computer & Software Track are designed to meet the requirements of the state approved CSU-CCC Intersegmental Transfer Model Curriculum recommended by the Engineering Faculty Discipline Review Group (FDRG). The goals and objectives are to provide the core courses for the Engineering Major with an emphasis in Electrical Engineering and Software Track. This degree aligns with the college's mission to provide students transfer opportunities to four-year institutions.

What are the expected measurable results of the Action?: The expected measurable results will be the increased number of students who enter the study area of engineering program and the increased number of students who complete the associate degree in Engineering & certificate of achievement in Robotics.

Planned Initiation Cycle: 2018-2019

Resource Request: -A dedicated physical location as Engineering MakerSpaces.

-Stackbin Workbench, 3505 series, 20 sets.

-3D printer & Touch Screen.

-NI ELVIS II+ Hardware for Electrical Engineering Lab.

Primary Contact Person for Resource Request: Anna Chiang and Parvaneh Ghaforyfard

Resource Request Status: New

Request Funding Type: One Time

Extended Description for Complex Requests: Engineering Makerspaces are more than just places to make things, Makerspace is a physical location where students gather to share resources and knowledge. Most of Engineering courses involves projects that requires students to create, design and build things. So they need space, tools, usable laboratory/workshop to make this possible.

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 12719

EMPLOYEE REQUEST - Faculty: NO

NONSALARY REQUEST - Facilities: YES

NONSALARY REQUEST - FACILITIES: Can this request be met by a Work Order?: No

NONSALARY REQUEST - FACILITIES: Describe the facilities request: Engineering Makerspaces are more than just places to make things, Makerspace is a physical location where students gather to share resources and knowledge. Most of Engineering courses involves projects that requires students to create, design and build things. So they need space, tools, usable laboratory/workshop to make this possible.

NONSALARY REQUEST - Technology: YES

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: 3D Printer and Touch Screen

NONSALARY REQUEST - Technology Cost: \$2,999

NONSALARY REQUEST - Equipment/ Supplies Description:

ADDITIONAL COMMENTS - Possible funding sources: Engineering Grant

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2019-2020

03/03/2020

Status of Progress: Some Progress Made
in progress

Unit Plan UPDATE TYPE: Update to Planned Action

New - Enhance students learning experience (Active)

Planned Action Description: update lab

What are the expected measurable results of the Action?: increase course success

Planned Initiation Cycle: 2019-2020

Resource Request: purchase engineering equipment

Resource Request Status: New

PROGRAM REVIEW [i.aca] | Computer Science

Request Funding Type: One Time

NONSALARY REQUEST - Equipment and Supplies: YES

Source of Cost Estimate - Has supporting documentation been attached?: NO

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 3.1.1 - 3.4.2

EMP OBJECTIVE - EMP Objective 3.1.1 Create and promote roadmaps for all degrees and certificates and align class scheduling with them.

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [a.aca] | Contract Services and Extension

Completion Status 2016-2017 Cycle: Program Review 2016-17 Complete Ready for Validation
Completion Status 2017-2018 Cycle: Program Review 2017-18 Complete Ready for Validation
Completion Status 2018-2019 Cycle: Program Review 2018-2019 Complete ready for Validation

Unit Goal: Additional LACOE

Offer additional new programs for/through L.A. County Office of Education (LACOE)

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 05/15/2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Opportunity to assist with college mission of Lifelong Learning, and some equity and outreach goals, as these programs serve GAIN & GROW (public assistance) participants to get them prepared for and placed in gainful employment

Goal Rationale - SLO assessment & reflection: N/A? Not doing SAOs; doing Student Learning Outcomes as instructed. However, LACOE has achieved good job placement rates with participants, awaiting actual stats.

Goal Measurable Objective: Job placement.

Planned Actions and Resource Requests

New - Add CNA and Child Development continuation programs to our LACOE offerings. (Active)

Planned Action Description: Work with Health Sciences and LACOE personnel to create a CNA proposal for GAIN and GROW participants.

Work with Child Development and noncredit personnel to create a proposal for continuing Child Development ed to Assoc degree.

What are the expected measurable results of the Action?: Proposals completed and cohorts begun.

Planned Initiation Cycle: 2018-2019

Resource Request: Assistance with coordination, clerical, and logistics.

Primary Contact Person for Resource Request: Cari Hildebrandt

Resource Request Status: Continuing

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: \$2600.00/year

EMPLOYEE REQUEST - Faculty: NO

EMPLOYEE REQUEST - Classified: YES

CLASSIFIED REQUEST - Position Title: Rec Event Aide - approx 15 hrs per pay period

CLASSIFIED REQUEST - Class Code: C5384

CLASSIFIED REQUEST - Permanent or Temporary?: Temporary

EMPLOYEE REQUEST - Unclassified: NO

NONSALARY REQUEST - Facilities: NO

PROGRAM REVIEW [a.aca] | Contract Services and Extension

NONSALARY REQUEST - Technology: NO

NONSALARY REQUEST - Equipment and Supplies: NO

ADDITIONAL COMMENTS - Further Justification for the Resource Request: Frees director from such tasks in order to focus on growing/creating programs.

ADDITIONAL COMMENTS - Possible funding sources: Administration/coordination fees paid by LACOE, and/or maybe Strong Workforce?

Unit Goal: New Sullivan

Offer new programs developed with Sullivan International - referee/game management, customer service/call center, and computer repair technician.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 05/01/2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Assist with outreach and Lifelong Learning part of college mission.

Goal Rationale - SLO assessment & reflection: N/A? We are not doing SAOs, but SLOs as instructed.

Goal Measurable Objective: Trainings conducted.

Planned Actions and Resource Requests

In Progress - Submit programs to iTrain. (Active)

Planned Action Description: Finalize certifications for customer service/call center and submit all programs to itrain.

What are the expected measurable results of the Action?: Ability to market to worksorce centers and employers.

Planned Initiation Cycle: 2017-2018

Resource Request: possibly some clerical support

Primary Contact Person for Resource Request: Cari Hildebrandt

Resource Request Status: Continuing

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: \$1500/year

EMPLOYEE REQUEST - Faculty: NO

EMPLOYEE REQUEST - Classified: NO

EMPLOYEE REQUEST - Unclassified: NO

NONSALARY REQUEST - Facilities: NO

NONSALARY REQUEST - Technology: NO

NONSALARY REQUEST - Equipment and Supplies: NO

OTHER RESOURCE REQUEST: Possible OT for existing personnel.

ADDITIONAL COMMENTS - Possible funding sources: Income from trainings.

Unit Goal: Community Ed Revenues

Increase community ed revenues to cover rising costs like employee benefits and program brochures

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2017-2018, 2018-2019

Unit Goal Start Date: 12/01/2018

Goal Timeframe: 1-3 years

Goal Priority: High

PROGRAM REVIEW [a.aca] | Contract Services and Extension

Goal Rationale - Program Review Narrative & Assessment: We are a self-supporting, earned-income program. In order to continue to support the community college mission of Lifelong Learning, and assist with community town-gown relationship, we must bring in enough revenue to cover costs.

Goal Rationale - SLO assessment & reflection: N/A? We are not doing SAOs, we are doing SLOs as instructed.

Goal Measurable Objective: Increased Revenue

Planned Actions and Resource Requests

New - Raise prices where possible, and/or reduce instructional costs. (Active)

Planned Action Description: Environmental scan to see where we can raise prices, follow LERN rule re value added for certain % increases.

Reduce # of class meetings per fee for some classes. Possibly put all instructors on %.

What are the expected measurable results of the Action?: increased net revenue

Planned Initiation Cycle: 2018-2019

Resource Request: NONE

EMPLOYEE REQUEST - Faculty: NO

EMPLOYEE REQUEST - Classified: NO

EMPLOYEE REQUEST - Unclassified: NO

NONSALARY REQUEST - Facilities: NO

NONSALARY REQUEST - Technology: NO

NONSALARY REQUEST - Equipment and Supplies: NO

New - Newsletters to best customers (Active)

Planned Action Description: Write and email newsletters to best customers via constant contact.

What are the expected measurable results of the Action?: increased enrollment

Planned Initiation Cycle: 2019-2020

Resource Request: Constant Contact Subscription (and time to write newsletters - so offloading of some current tasks)

Primary Contact Person for Resource Request: Cari Hildebrandt

Resource Request Status: New

Request Funding Type: On-going

TOTAL COST ESTIMATE: approx \$2000 first year

EMPLOYEE REQUEST - Faculty: NO

EMPLOYEE REQUEST - Classified: NO

EMPLOYEE REQUEST - Unclassified: NO

NONSALARY REQUEST - Facilities: NO

NONSALARY REQUEST - Technology: YES

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: subscription to Constant Contact

NONSALARY REQUEST - Equipment and Supplies: NO

ADDITIONAL COMMENTS - Possible funding sources: Surplus at end of 2018-2019.

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [a.aca] | Career Technical Education (CTE)

Completion Status 2017-2018 Cycle: Program Review 2017-18 Validation Complete
Completion Status 2018-2019 Cycle: Program Review 2018-2019 Complete ready for Validation

Unit Goal: A curriculum unit that is knowledgeable and provides support to the college community.

Establish a group of faculty members that are knowledgeable and experienced in curriculum process, approval at state and local levels.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2015

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: The new student-centered funding formula and the implementation of AB 705 and guided pathways, along with low-unit Certificates of Achievement, ADTs, course updates, and the anticipated new Curriculum Management System make attendance at the annual ASCCC Curriculum Institute even more crucial.

Goal Rationale - SLO assessment & reflection: Having curriculum that meets the educational plan strategies

Goal Measurable Objective: Decrease the number of errors at the local, district and state levels as it relates to curriculum.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019 04/09/2019

Status of Progress: Significant Progress Made

The Curriculum Committee is knowledgeable and engaged. Members take advantage of professional development opportunities, such as attendance at meetings and conferences.

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Partially Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: Stable funding needs to be provided for attendance at the annual ASCCC Curriculum Institute for, at minimum, the Curriculum Faculty Chair, the Curriculum Specialist, and the Curriculum Dean.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018 01/31/2018

Status of Progress: Some Progress Made

Some progress has been made. Additional funds were allocated for Curriculum Training (conferences), but only enough to send three people to the Curriculum Institute. More funding is needed to send committee members to the Curriculum Institute in order to create a group of faculty members knowledgeable in the curriculum process.

Unit Plan UPDATE TYPE: Update to Resource Request

Description and Analysis of Outcome Measures: Funding for attendance at Curriculum Institute will be doubled so four faculty (including curriculum chair), one administrator (curriculum dean), and one staff person (curriculum support) can attend the Curriculum Institute.

For Resource Requests: Status of Previous Request: Partially Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: With the funding, the college

PROGRAM REVIEW [a.aca] | Career Technical Education (CTE)

could have a more functional Curriculum Committee that would understand how to ensure that courses and programs met student needs: supporting completions, facilitating transfer and career preparation, while being eligible for financial aid.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: Increase amount of funding (01/31/2018)

Resource Request in Program Review: Yes

Modification Type: Change to Resource Request

What modification is needed?: Increase funding for Curriculum training to \$20,000/year

Why is this modification needed?: To ensure more people receive training. At a minimum, the Curriculum Committee chair, the Curriculum Committee Dean, the Curriculum support staff, and three Curriculum Committee members (one of which might be the articulation officer) should be funded to attend the annual Curriculum Institute.

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

04/13/2017

Status of Progress: No Progress Made

Membership to State Curriculum Association

Unit Plan UPDATE TYPE: Update to Resource Request

Description and Analysis of Outcome Measures: be a member

For Resource Requests: Status of Previous Request: Not Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: The College is expected to participate by the State Chancellor's Office, attend annual session and engage in required state articulation actions.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Modifications

Modification: Ensure that faculty members and curriculum staff is provided the opportunity to obtain training. (04/13/2017)

Resource Request in Program Review: Yes

Modification Type: Change to Resource Request

What modification is needed?: To approve participation to training workshops.

Why is this modification needed?: Most of the faculty are new members to the curriculum committee including a new chair and new staff member. Training is critical not only for curriculum matters but also upcoming curriculum changes.

Planned Actions and Resource Requests

In Progress - Participate at curriculum workshops and conferences provided by ASCCC and the state chancellor's office.
(Active)

Planned Action Description: Provide the opportunity for curriculum committee members, the chair, the dean, a support staff member, and the articulation officer to attend state curriculum conferences and workshops.

What are the expected measurable results of the Action?: To have a faculty group that is knowledgeable in the foundation of curriculum development and implementation. With a new curriculum chair and curriculum secretary training is critical. There are many new faculty members in the curriculum committee. The goal is to have at least 1/2 of the curriculum committee members participate in a training session.

Planned Initiation Cycle: 2016-2017

Resource Request: We request \$6,000 for five people to attend the July 2019 Curriculum Institute in Burlingame, CA

Primary Contact Person for Resource Request: Kimberly Manner

Resource Request Status: Continuing

Request Funding Type: Both

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 7,600.00

OTHER RESOURCE REQUEST: Registration and travel expenses for 4 people

Registration = 650/pp x 4 = 2,600

Airfare = 250/pp x 4 = 1,000

PROGRAM REVIEW [a.aca] | Career Technical Education (CTE)

Hotel = 600/pp x 4 = 2,400
Meals = 300/pp x 4 = 1,200
Incidentals = 100/pp x 4 = 400
Total: 7,600

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

04/09/2019

Status of Progress: Significant Progress Made

In 2018, West sent a team of four to the Curriculum Institute through the one-time allocation of funds.

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Fully Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: In order to maintain currency and to stay abreast of the impact of legislative changes on curriculum, West needs to send a team to the ASCCC Curriculum Institute each year.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

In Progress - Pay for the membership to the State Articulation Officers Association. (Active)

Planned Action Description: Sustain membership to ensure that the college has the latest information about curricular issues.

What are the expected measurable results of the Action?: College membership to the state association and participation at annual conference.

Planned Initiation Cycle: 2016-2017

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

04/09/2019

Status of Progress: Significant Progress Made

Membership to the State Articulation Officers Association is funded each year.

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Fully Funded

Completed - Print reports required for curriculum committee meetings. (Active)

Planned Action Description: Purchase a Color printer and ink

What are the expected measurable results of the Action?: Be able to print reports and graphs in color for curriculum committee meetings.

Planned Initiation Cycle: 2016-2017

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

04/09/2019

Status of Progress: Complete

Completed

Unit Plan UPDATE TYPE: Update to Unit Goal

Description and Analysis of Outcome Measures: A printer was purchased. Goal can be retired.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Mapping

PROGRAM REVIEW [a.aca] | Career Technical Education (CTE)

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.1.1 Refine and/or develop and implement effective programs and services to improve the performance of targeted groups of historically lower-achieving students (.e.g, ACE)

EMP Objective 1.2.1 Offer and incentivize ongoing training in proven, effective learner-centered teaching strategies (e.g., RA, FELI).

EMP Objective 1.4.1 Establish an exemplary professional learning program.

Unit Goal: Improve Operations of Academic Affairs

Improve the operations of Academic Affairs by increasing responsiveness, ensuring that all contractual obligations are met (seniority lists are posted on time and accurately, offer letters go out on time, tenure review cycles are adhered to, grievances are handled immediately, deadlines are met), improving efficiency, and ensuring classified staff are not required to work outside of class.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 03/25/2019

Goal Timeframe: 1-3 years

Goal Priority: High

Planned Actions and Resource Requests

New - Select and train a senior secretary (Active)

Planned Action Description: To achieve the goal of improving the operations of Academic Affairs, the unit plans to select and train a senior secretary to support the dean over Applied Technology, Arts and Performance, Behavioral Science, Computer Science, Articulation, Catalog and Schedule, Curriculum, POPP, and Year Up.

What are the expected measurable results of the Action?: Increased efficiency, fewer missed deadlines, decreased overtime for other employees

Planned Initiation Cycle: 2018-2019

Resource Request: Senior Secretary

Primary Contact Person for Resource Request: Kimberly Manner

Resource Request Status: New

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 55,000

EMPLOYEE REQUEST - Classified: YES

CLASSIFIED REQUEST - Position Title: Senior Secretary

CLASSIFIED REQUEST - Class Code: 2478

CLASSIFIED REQUEST - Permanent or Temporary?: Permanent

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [a.aca] | Distance Learning

Completion Status 2016-2017 Cycle: Program Review 2016-17 Complete Ready for Validation

Unit Goal: Expand LMS use in on-campus classes to improve student success measures.

Improve course completion and success rates for on-campus classes by expanding use of the College's Learning Management System (LMS).

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2014

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Encouraging on-campus instructors to "web enhance" their classes provides 24/7 access to course content and communication with their instructor and peers leading to increased retention and student success.

Goal Measurable Objective: A 3% annual increase in the number of on-campus sections supported by the College's LMS (fall 2015 baseline, 171 sections). Offer a minimum of 4 LMS training workshops per year targeting on-campus instructors.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/21/2019

Status of Progress: Complete

We have continued to offer Canvas training for instructors who want to web-enhance their on-campus classes. As more instructors became Canvas certified there is less and less demand for anything less than the full Canvas certification class. The demand for the one-day Canvas workshop for web-enhanced classes is so low that we now offer it on-demand, but there have been no requests this year.

Unit Plan UPDATE TYPE: Update to Unit Goal

Description and Analysis of Outcome Measures: 232 classes are web-enhanced so far in Spring 2019

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Planned Actions and Resource Requests

Classified Staff - Fill Online Technical Support Position (Active)

Planned Action Description: Provides routine technical support and assistance to students, faculty members, and other staff with online courses, learning management systems, and other web-based instruction support at a college.

What are the expected measurable results of the Action?: Eric Ichon

Resource Request Status: Changed

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 69,652.44

PROGRAM REVIEW [a.aca] | Distance Learning

EMPLOYEE REQUEST - Faculty: NO

EMPLOYEE REQUEST - Classified: YES

CLASSIFIED REQUEST - Position Title: Online Technical Support Technician

CLASSIFIED REQUEST - Class Code: 4622

CLASSIFIED REQUEST - Permanent or Temporary?: Permanent

EMPLOYEE REQUEST - Unclassified: NO

ADDITIONAL COMMENTS - Further Justification for the Resource Request: District website and H. Tsai

We have had 2 full time staff positions since 2012. Due to the severe budget cuts at that time additional staff was not provided to the Distance Education department. Our program has grown considerably since then, both in additional online sections and expanded use of the LMS for on-campus classes. The Distance Learning department has continued to grow and our LMS currently supports over 65% of our classes here at West. We are in need of additional support to meet the growing demand for online technical support, and training and assistance with Canvas as we migrate from Etudes.

ADDITIONAL COMMENTS - Possible funding sources: Program 100

Faculty: Part-Time - Part-time Faculty Trainer for Canvas online and web-enhanced training (Active)

Planned Action Description: To continue to make progress toward this goal, we request \$10,000 in funding for 2017-2018 trainings to expand the use of the College's LMS by on-campus instructors.

What are the expected measurable results of the Action?: Eric Ichon

Resource Request Status: New

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: \$10,000

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Discipline: Canvas

FACULTY REQUEST - Why is this position needed at this time?: We request \$10,000 in funding for 2017-2018 training to expand the use of the College's LMS by on-campus instructors and to provide Canvas training to instructors teaching online and hybrid classes. Grant funding is no longer available to support training.

FACULTY REQUEST - Rationale: Positive opportunities and/or negative impacts?: This will be the final year of our migration to Canvas. Upon completion, this represents a savings of over \$90,000 per year for the cost of Etudes.

FACULTY REQUEST - Rationale: Educational Master Plan Goals/ Objectives: Strategic Goal 2.4: Enhance and maintain facilities and technology to promote effective teaching and learning. Objective 2.4.3: Expand the use of up-to-date technology for teaching and learning.

FACULTY REQUEST - Rationale: Impact Other Disciplines: This part-time faculty trainer position will support all academic disciplines.

FACULTY REQUEST - Rationale: Demand: All trainings offered have been full, and we schedule additional trainings based on faculty needs.

FACULTY REQUEST - Is the required hypothetical fall & spring semester work load sheet attached?: NO

FACULTY REQUEST - Compliance with Mandates: Yes

FACULTY REQUEST - Mandate: Cite Agency, Law or Regulation: According to the AFT Collective Bargaining Agreement, instructors must successfully complete LMS training prior to teaching an online or hybrid class.

FACULTY REQUEST - Mandate but Not Requirement: No

EMPLOYEE REQUEST - Classified: NO

EMPLOYEE REQUEST - Unclassified: NO

NONSALARY REQUEST - Facilities: NO

New - Covert vacant Instructional Assistant position into a 20 hour/week Office Assistant position. (Active)

PROGRAM REVIEW [a.aca] | Distance Learning

Planned Action Description: Secure funding, seek candidates, interview candidates and hire someone.

What are the expected measurable results of the Action?: Support for the expansion of the use of the College's LMS to all faculty and all sections. Support for the growth of non-credit use of the College's LMS.

Planned Initiation Cycle: 2016-2017

Unit Goal: Improve filing and document organization to increase efficiency.

To better able to assist the Dean of Distance Learning and DE Staff so that whenever we need a document it can be easily found.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2014

Goal Timeframe: 1-3 years

Goal Priority: Low

Goal Measurable Objective: Completion of comprehensive file reorganization, including file cabinets, hanging files and individual files as well as binders

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/21/2019

Status of Progress: Significant Progress Made

Filing is all caught up. There was a bit of a backlog as we waited for a supply order but it has been recently received.

Unit Plan UPDATE TYPE: Update to Unit Goal

Description and Analysis of Outcome Measures: Filing is all caught up.

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

03/09/2018

Status of Progress: Significant Progress Made

Approximately 70% of the files have been reviewed, weeded or discarded when needed and entered into our electronic filing database.

Unit Plan UPDATE TYPE: Update to Unit Goal

Description and Analysis of Outcome Measures: In addition to working to update the file system we have also started the same process for all binders.

Unit Plan PROGRESS UPDATE Reporting Period: 2015-2016

03/14/2017

Status of Progress: Significant Progress Made

A systematic comparison of our files with our electronic file database has been 75% completed. Files that are no longer needed have been destroyed. The electronic filing database has been updated as files are moved to the most relevant file and drawer.

Unit Plan UPDATE TYPE: Update to Resource Request

Planned Actions and Resource Requests

Changed - Comprehensive file and binder inventory, update and weeding. (Active)

Planned Action Description: Inventory every file by checking each one against our filing database, adding the ones that are missing and discarding old files and binders we no longer need.

What are the expected measurable results of the Action?: More efficient and up to date filing system.

PROGRAM REVIEW [a.aca] | Distance Learning

Unit Goal: Ensure that West continues to meet all Distance Education Regulations and Compliance Requirements.

In order to ensure West meets Distance education Regulations and Compliance requirements we need to hire a Distance Learning Coordinator to work with faculty, Division chairs, and the Curriculum Committee Chair to complete Distance Learning Addenda for online and hybrid classes and to ensure the accessibility of our online and hybrid classes in order to meet Title V and Section 508 requirements

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2014

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Measurable Objective: Adoption of newly revised DE Addenda form by the Academic Senate, designation of a liaison between the Distance Education and Curriculum Committees to review and approve DE Addenda.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

03/09/2018

Status of Progress: Complete

DE Addenda have been completed and submitted for all classes that were offered in 2017. The Distance Education Committee created a DE Addenda Task Force that recommended minor revisions to the process and detailed instructions, FAQs and examples have been added to the website and distributed to impacted faculty members.

Unit Plan UPDATE TYPE: Update to Unit Goal

For Resource Requests: Status of Previous Request: Not Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: The Distance Learning Program does not have a DE Coordinator nor was the part-time DE Addendum Coordinator position funded. As a result a member of the DE Committee assumed these duties but decided she did not want to continue this responsibility. The quality of the DE Addendums that have been submitted since then is questionable. Currently there is no one fulfilling this responsibility. The Academic Senate plans to reassign this responsibility to the Curriculum Committee Chair.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: I will add this responsibility to that of the proposed DE Coordinator position. We will save approximately \$76,400 in FY 2018-2019 due to the non-renewal of our Etudes LMS contract. If this savings is dedicated to funding a part-time DE Coordinator this problem will be resolved with funds left over! (03/09/2018)

Resource Request in Program Review: Yes

Modification Type: Change to Unit Goal

What modification is needed?: I will add this responsibility to that of the proposed DE Coordinator position.

Why is this modification needed?: To ensure the quality of our DE Addenda.

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/07/2017

Status of Progress: Significant Progress Made

All missing DE Addenda for classes offered in Fall 2016 - Fall 2018 have been identified. The appropriate faculty and their Division Chairs have been notified. Additional completed examples and a FAQ sheet were added to the Curriculum Documents section of the "For Instructors" page on the Online & Hybrid Classes website. The Dean of Distance Learning has been working with individual faculty members and Division Chairs to assist them in completing this process. The Distance Education Committee has updated the DE Addenda form to address new Title 5 requirements related to distance learning. We will be asking the Curriculum Committee to recommend the adoption of the revised form to the Academic Senate next month.

Unit Plan UPDATE TYPE: Update to Resource Request

Description and Analysis of Outcome Measures: Adoption of an updated form to take the place of the current DE Approval form and the DE Delivery Strategies form. Use of the new form for all online and hybrid classes being considered for curriculum approval starting in Spring 2020.

PROGRAM REVIEW [a.aca] | Distance Learning

For Resource Requests: Status of Previous Request: Not Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: The Dean of Distance Learning, Instructional Technology and Library Services is also directing our Open Educational Resources grant . In addition, he will also be the grant director for two new Online Education Initiative grants starting July 2019. We will be developing a local Peer Online Course Review process and, due to new Title 5 regulations, we will also need to address accessibility issues for all of our online/hybrid classes. It is critical that we fill the long-vacant Distance Learning Coordinator position for our online program to continue to operate successfully.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: Fill a .4 Distance Learning Coordinator position to coordinate online pedagogy, Canvas and accessibility training; to coordinate the work of the Faculty Leads for the local Peer Online Course Review process; to serve as the liaison between the Distance Education and Curriculum Committees and to work with the Division Chairs to improve the evaluation process for online instructors. (03/21/2019)

Resource Request in Program Review: Yes

Modification Type: Change to Resource Request

What modification is needed?: Revised Resource Request for a .4 DE Addenda Coordinator to a .4 Distance Learning Coordinator and expanded the duties.

Why is this modification needed?: Although we have completed the missing DE Addenda there is still no one with primary responsibility for reviewing DE Addenda. In addition, the other areas detailed in the Modification request above lack the necessary support.

Planned Actions and Resource Requests

Faculty: Part-Time - Create a .4 Distance Learning Addendum Facilitator position. (Active)

Planned Action Description: The Distance Education Addendum Facilitator will assist faculty with the development of missing, incomplete & inadequate Distance Education Addenda and provide training to enhance the rigor of online strategies that Online Instructors utilize. The DE Addendum Facilitator will also work with the Dean of Distance Learning, the Curriculum Dean and the Curriculum Committee Chair to ensure that we continue to meet this requirement.

What are the expected measurable results of the Action?: Eric Ichon

Resource Request Status: No longer needed

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

If yes, please cite the relevant regulations: Title 5, sections 55205 "51% rule," 55207 "Course Quality Standards," 55209 "Course Quality Determinations," 55211 "Instructor Contact," 55213 "Separate Approval," 55215 "Faculty Selection," 55217 "Number of Students," and other Title 5 Guidelines applicable to Distance Education

TOTAL COST ESTIMATE: \$32,000

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Why is this position needed at this time?: The current status of the collection of Distance Learning Strategies needs to be developed into a robust repository of the successful online strategies and modalities that instructors are using to be effective with their students. While West excelling in our online offerings, this information is not being reflected in our current DE Addenda. In addition to taking on the task of completing the outstanding 75 Addenda, the DE Addendum Facilitator will also provide training to improve the use of online delivery strategies and to strengthen the rigor of online courses. Training will be provided for instructors who are interested in enhancing their modalities and increasing the effectiveness of online teaching strategies and pedagogy.

FACULTY REQUEST - Rationale: Positive opportunities and/or negative impacts?: Our recent accreditation review recommended that: 1) West Los Angeles College should ensure that all distance education courses include a completed Distance Education Addendum with the Course Outline of Record; and 2) West Los Angeles College should implement a process to accurately address all objectives listed on the Course Outline of Record in the Distance Education Addendum to ensure rigor and quality are equivalent to face to face courses.

Should we not take immediate steps to address this recommendation, our accreditation could be negatively impacted, or worse even, we could see a reduction in the growth of our Distance Education program which is currently driving the growth at West.

PROGRAM REVIEW [a.aca] | Distance Learning

FACULTY REQUEST - Rationale: Educational Master Plan Goals/ Objectives: Many of the existing Addenda are inadequate, and fail to meet accreditation standards. In preparation for our next accreditation review, we would like to revamp the DE Addendum Collection to include effective online teaching strategies which includes reviewing the existing 300 Addenda.

FACULTY REQUEST - Rationale: Impact Other Disciplines: The DE Addenda affect all disciplines at West that offer online classes. The impact of not having adequate DE Addenda will be felt across most of West's disciplines.

FACULTY REQUEST - Rationale: Demand: Instructors current need coaching and instruction on completing the DE Addenda as well as enhancing their course by enhancing their online and hybrid modalities used in their courses.

FACULTY REQUEST - Mandate but Not Requirement: Yes

Technology - Etudes access to archived data and 2017 live sites, and minimal course offerings per term in the 2018-19 fiscal year (Active)

Planned Action Description: We are required to provide access to student records for our online and hybrid classes for three year after the end of each semester. Our current Etudes contract ends on June 30, 2018. This additional year of access will cover Summer 2017 - Spring 2018.

What are the expected measurable results of the Action?: Eric Ichon

Resource Request Status: New

Request Funding Type: One Time

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: YES

If yes, please cite the relevant regulations: In order to comply with Department of Education (DOE) requirements regarding "instructor initiated, regular and effective contact" we are required to keep student records documenting this interaction. Recently Los Angeles Southwest College was audited by the DOE and because Southwest had not paid for the additional year of archived records they were unable to document regular and effective contact.

TOTAL COST ESTIMATE: 45,000.

NONSALARY REQUEST - Technology: YES

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: Etudes access to archived data and 2017 live sites, and minimal course offerings per term in the 2018-19 fiscal year

NONSALARY REQUEST - Technology Cost: 45,000

NONSALARY REQUEST - Equipment and Supplies: NO

Source of Cost Estimate - Has supporting documentation been attached?: NO

Unit Goal: Offer online pedagogy training to improve student success in Distance Learning courses.

To meet the updated requirements to teach online at West we need to develop and offer an online pedagogy class.

Unit Goal Status: New

Unit Goal Active Cycle: 2017-2018, 2018-2019

Unit Goal Start Date: 03/12/2018

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: In order to meet the new minimum requirements for teaching online we need to offer an online pedagogy class, Introduction to Online Teaching.

This is a 3 week course designed to provide an online instructor with an advanced understanding of the unique educational pedagogy involved in teaching an online course. As we strive for student success, it is imperative that online instructors have a better understanding of online teaching strategies and how creating and teaching an online course differs from their face-to-face courses.

PROGRAM REVIEW [a.aca] | Distance Learning

Built upon the standards of the California Community College Distance Education policies and procedures, this course instructs faculty on how to design and teach an effective online class to maximize student success and retention. During this class we will focus on teaching strategies and practices that will meet federal and state regulations as well as accreditation requirements.

Student Learning Outcome

Student will demonstrate the ability to create an online course using the Canvas learning management system

Goal Measurable Objective: Offer Introduction to Online Teaching at least once a semester.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/21/2019

Status of Progress: Complete

Last Fall the Academic Senate recommended the addition of an online pedagogy requirement for instructors who wish to teach online or hybrid classes. The College President approved their recommendation which will be effective Fall 2019. We have scheduled and are promoting two online pedagogy classes for this May and June.

Unit Plan UPDATE TYPE: Update to Unit Goal

Description and Analysis of Outcome Measures: Last Fall the Academic Senate recommended the addition of an online pedagogy requirement for instructors who wish to teach online or hybrid classes. The College President approved their recommendation which will be effective Fall 2019. We have scheduled and are promoting two online pedagogy classes for this May and June.

Planned Actions and Resource Requests

New - Develop an online Quality Matters resource center for the Online and Hybrid Classes Website (Active)

Planned Action Description: This site will include information for Instructors regarding the QM Rubric and Standards for online and blended courses, checklist for self-assessment and best practices on implementation of the QM standards. Information on completing QM courses and attending workshops. This will facilitate the process for instructors to receive QM certification for their classes. Surveys document that students are more successful in classes that meet the QM standards.

What are the expected measurable results of the Action?: Availability of a comprehensive Quality Matters online resource center.

In Progress - Hire online pedagogy trainer (Active)

Planned Action Description: Hire online pedagogy trainer

What are the expected measurable results of the Action?: Completion of training for up to 30 new instructors.

Planned Initiation Cycle: 2017-2018

Resource Request: We have secured funding for 2018-2019 but we will need funding for 2019-2020

Primary Contact Person for Resource Request: Eric Ichon

Resource Request Status: New

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: YES

If yes, please cite the relevant regulations: The College President has approved implementation of an online pedagogy requirement effective Fall 2019.

NONSALARY REQUEST - Technology: YES

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: Contract for the delivery of online pedagogy training.

NONSALARY REQUEST - Technology Cost: \$12,000

ADDITIONAL COMMENTS - Possible funding sources: OEI grant

PROGRAM REVIEW [a.aca] | Distance Learning

New - Update Distance Learning Website (Active)

Planned Action Description: Update the Distance Learning Website to create a more visually appealing, informative interface. To create a more visually interactive website and to make the site more accessible for DSPS students and mobile users. We would like to redesign the interface and update/re-organize the content. While our current site contains information helpful to our current students and faculty, we need to streamline the information available by making the most important resources most prominent and make site navigation easier. Students and Faculty should easily be able to find the resources and information that they need to support their online learning at West.

What are the expected measurable results of the Action?: The measurable objective we would like to achieve is to have students & faculty be able to obtain the information necessary to be successful in an online learning environment. We would like our Online Technical Support Surveys to reflect improved usefulness and satisfaction with the DE website.

In Progress - Incorporate the CourseEval HQ app into the Canvas LMS allowing for the placement of anonymous student surveys in Canvas courses. (Active)

Planned Action Description: CourseEval HQ is an LTI external application that integrates tightly with Canvas Learning Management System (LMS) and provides an easy-to-use and powerful course evaluation functionality. It offers efficient creation and distribution of student evaluations campus-wide, within a division, or a single course.

What are the expected measurable results of the Action?: Online/Hybrid course site evaluations provide critical feedback data from students and faculty chairs. Analysis of this Data will help faculty identify areas of improvement and implement changes.

Unit Goal: Reduce academic misconduct in online classes.

Secure plagiarism detection software for use by all instructors regardless of the mode of instructional delivery.

Unit Goal Status: New

Unit Goal Active Cycle: 2017-2018, 2018-2019

Unit Goal Start Date: 07/01/2018

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Purchase of this software will minimize opportunities for academic misconduct.

Goal Measurable Objective: Successfully renew VeriCite or Turn It In contract by July 1, 2019

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/21/2019

Status of Progress: Significant Progress Made

We are currently using Vericite which has now been bought by Turn It In. It is uncertain after this fiscal year if Vericite will still be made available.

Unit Plan UPDATE TYPE: Update to Unit Goal

Description and Analysis of Outcome Measures: Availability of plagiarism detection software

Planned Actions and Resource Requests

In Progress - Secure funding for plagiarism detection software (Active)

Planned Action Description: Potential sources are OER grant funds or lottery funds.

What are the expected measurable results of the Action?: Either an extension of our current contract with Vericite or a new contract with Turn It In

Planned Initiation Cycle: 2019-2020

Resource Request: Currently the OEI Consortium is paying for our contract with Vericite, which has now been purchased by Turn It In. It is likely that the College will have to assume this cost, but it is uncertain if Vericite will continue at all. Turn It In is more expensive.

Primary Contact Person for Resource Request: Eric Ichon

PROGRAM REVIEW [a.aca] | Distance Learning

Resource Request Status: New
Request Funding Type: On-going

NONSALARY REQUEST - Technology: YES

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: Software license

NONSALARY REQUEST - Technology Cost: I have requested a quote, I'm guessing between \$25,000 - \$30,000

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.stu] | DSP&S

Completion Status 2016-2017 Cycle: Program Review 2016-17 Complete Ready for Validation

Unit Goal: Hire Full Time Learning Disability Specialist

Hire a Full-Time Learning Disability Specialist to provide a variety of professional services for students with a broad range of disabilities. Determines student eligibility for DSPS programs and services; collects verification documentation and maintains student and program records; assists in an evaluation of students to determine appropriate accommodations; identifies, recommends, and facilitates support services and accommodations, and recommends appropriate assistive technology for use by students with disabilities to enhance educational experiences.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 04/01/2019

Goal Timeframe: Less than 1 year

Goal Priority: High

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [a.stu] | EOP&S / CARE

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete
Completion Status 2017-2018 Cycle: Program Review 2017-18 Complete Ready for Validation
Completion Status 2018-2019 Cycle: Program Review 2018-2019 Complete ready for Validation

Unit Goal: Provide counseling services to EOPS/CAFYES students

Provide counseling services to EOPS/CAFYES students

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 01/02/2020

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Measurable Objective: The hiring of a full-time EOPS/CAFYES Counselor will make seeing a counselor more accessible to students in the EOPS/CAFYES program.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018 03/19/2018

Status of Progress: Complete
COMPLETE

Unit Plan UPDATE TYPE: Update to Unit Goal

For Resource Requests: Status of Previous Request: Fully Funded

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018 03/18/2018

Status of Progress: Complete
COMPLETE.

Unit Plan UPDATE TYPE: Update to Unit Goal

For Resource Requests: Status of Previous Request: Fully Funded

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Planned Actions and Resource Requests

Faculty: Full-Time - Provide counseling services to students (Active)

Planned Action Description: Hire full-time EOPS/CARE counselor

Resource Request Status: Continuing

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 100000

EMPLOYEE REQUEST - Faculty: YES

PROGRAM REVIEW [a.stu] | EOP&S / CARE

FACULTY REQUEST - Discipline: Counselor, EOPS/CARE

ADDITIONAL COMMENTS - Further Justification for the Resource Request: Probationary

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

02/08/2018

Status of Progress: Complete

Sherron Rouzan transferred to EOPS in Fall 2018.

Unit Plan UPDATE TYPE: Update to Resource Request

Description and Analysis of Outcome Measures: Counselor was just hired. We are in the process of moving her into the office.

Completed - Hire Full-time EOPS/CAFYES Counselor (Active)

Planned Action Description: Hiring of EOPS/CAFYES counselor

What are the expected measurable results of the Action?: Counselors will be able to provide more counseling services to students.

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 3.1.1 - 3.4.2

EMP OBJECTIVE - EMP Objective 3.1.2 Provide access and follow-up services to ensure that students enter and follow the correct pathways until they attain their goals.

EMP OBJECTIVE - EMP Objective 3.2.2 Enhance services to improve the retention and success rates of Black/African American and Hispanic/Latino students.

EMP OBJECTIVE - EMP Objective 3.2.4 Identify critical milestones for student success based on research, monitor progress of at-risk students through those milestones, and initiate supportive action as needed.

Unit Goal: Provide quality services to students.

Provide quality services to students.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2017-2018, 2018-2019

Unit Goal Start Date: 03/19/2018

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: The EOPS Department has expanded over the years. What was once a program that had two programs (EOPS and CARE) has expanded to EOPS/CARE/NextUp, Puente, Guardian Scholars, FKCE, RFA, and a pilot student-equity funded program for students who are no longer eligible for EOPS. A lot of students who are current or former foster youth come into the office and we have a need for an additional classified staff member to serve CAFYES/Next Up and other former/current foster youth in the program. The department's Student Services Specialist used to work 100% for EOPS, but she is the contact person for the foster programs and is not able to dedicate 100% of herself to the program. There is a trend for the CAFYES/Next Up programs to hire additional staff to serve the students. West needs an additional staff member to keep up with the foster student demand. The CAFYES/Next Up program and Guardian Scholars are transferring 10 students for the 2017-18 academic year compared to two in 2016-17.

Goal Rationale - SLO assessment & reflection: Student Services revised departmental SLOs/SAOs and will assess them in the summer.

Goal Measurable Objective: Increase the number of foster youths students served. CAFYEs and Next Up serve over 100 students combined and the goal is to increase the number of students who transfer to a four year college.

PROGRAM REVIEW [a.stu] | EOP&S / CARE

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/19/2018

Status of Progress: Some Progress Made

NEW GOAL

Unit Plan UPDATE TYPE: Update to Unit Goal

Planned Actions and Resource Requests

New - Serve more EOPS/CAFYES students with quality counseling support (Active)

Planned Action Description: Serve more EOPS/CAFYES students with quality counseling support

What are the expected measurable results of the Action?: Increase the number of students who are low income and foster youth

Planned Initiation Cycle: 2017-2018

Resource Request: Hire full time tenure track EOPS/CAFYES counselor

Primary Contact Person for Resource Request: Angeles Abraham

Resource Request Status: New

Request Funding Type: On-going

TOTAL COST ESTIMATE: \$100,000.00

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Discipline: Counseling

FACULTY REQUEST - Why is this position needed at this time?: Currently under staff due to a passing of a counselor program. At the same time program is growing. Within 90 days, program already grew 20%

FACULTY REQUEST - Rationale: Positive opportunities and/or negative impacts?: Serving more students

FACULTY REQUEST - Rationale: Demand: Currently under staff due to a passing of a counselor in the program. At the same time program is growing. Within 90 days, program already grew 20%

ADDITIONAL COMMENTS - Possible funding sources: This position will be funded by categorical funds solely.

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.1.1 Refine and/or develop and implement effective programs and services to improve the performance of targeted groups of historically lower-achieving students (.e.g, ACE)

EDUCATIONAL MASTER PLAN - Strategic Objectives 4.1.1 - 4.3.1

EMP OBJECTIVE - EMP Objective 4.1.1 Design and implement an initiative to systematically raise the proportion of faculty, staff, students and administrators involved in committees and leadership activities.

EMP OBJECTIVE - EMP Objective 4.1.2 Train the College community in shared governance processes.

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] I Health Sciences: Certified Nursing Assistant

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete

Unit Goal: Increase the number of underserved students

Historically, African American male student enrollment is very low in this program. We want to attract more males into the CNA program

Unit Goal Status: Retired/Archived

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 03/09/2019

Goal Measurable Objective: By way of outreach to high schools and worksource centers, we will increase the number of students enrolling in this course.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

03/05/2018

Status of Progress: Significant Progress Made

Progress

Unit Plan UPDATE TYPE: Update to Planned Action

Description and Analysis of Outcome Measures: We moved from 7% to 14% which represent 100% improvement for 2016

For Resource Requests: Status of Previous Request: Unknown

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Planned Actions and Resource Requests

Changed - Increase the number of students successfully completing the Certified Nursing Assisting program (Active)

Planned Action Description: Meet with facilities to discuss space needs and allocation

What are the expected measurable results of the Action?: To increase the number students finding employment upon completion

Planned Initiation Cycle: 2018-2019

Resource Request Status: New

Request Funding Type: One Time

Extended Description for Complex Requests: washer and Dryer and Mini Kitchen set up for students to learn Home Health Aid program

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Discipline: adjunct RN x 2

FACULTY REQUEST - Why is this position needed at this time?: there are students in waitlist due to shortage in staffing.

PROGRAM REVIEW [i.aca] | Health Sciences: Certified Nursing Assistant

Unit Goal: Prepare students to enter a competitive workforce

Provide a sufficient laboratory setting on campus in an effort to close the gaps in the preparation of student for employment in applicable fields.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 10/15/2014

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Measurable Objective: to increase the number of students getting employed after program completion.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

03/05/2018

Status of Progress: Some Progress Made

In Progress

Unit Plan UPDATE TYPE: Update to Planned Action

Description and Analysis of Outcome Measures: We are increasing 21 hours more available for State Exam Preparation every semester

For Resource Requests: Status of Previous Request: Not Funded

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Unit Goal: Program Support - Educational and Logistics.

Resources will assist students on their learning and training/skill practices.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: new CPR mannequin according to American Heart Association. 6 Adults and 6 infants., 2 AED.

Goal Measurable Objective: passing state exam / AHA

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

03/05/2018

Status of Progress: No Progress Made

Videos and Didactic Material for CNA - HHA skill practices

Unit Plan UPDATE TYPE: Update to Planned Action

For Resource Requests: Status of Previous Request: Not Funded

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Unit Goal: CNA Director

0.2 Director Reassignment

Unit Goal Status: New

PROGRAM REVIEW [i.aca] | Health Sciences: Certified Nursing Assistant

Unit Goal Active Cycle: 2018-2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: The Department of Health Services requires the program to have a director for reporting and program administration.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/06/2018

Status of Progress: No Progress Made

no complete

Unit Plan UPDATE TYPE: Update to Unit Goal

Description and Analysis of Outcome Measures: CDPH require having RN Program Director for CNA/HHA.

For Resource Requests: Status of Previous Request: Fully Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: CDPH renewal for CNA/HHA from WLAC is in 2018. without RN Program director, CNA/HHA will not get renewed. CEUs for CNA through CDPH and RN CEUs approved through Board Nursing.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Planned Actions and Resource Requests

New - To Hire a CNA/HHA program director (Active)

Planned Action Description: The CNA program is in need of a program director as stated by the CA Dept of Health Services. The director will facilitate program needs to better support student success.

What are the expected measurable results of the Action?: Increased student recruitment, retainment and success rates.

Planned Initiation Cycle: 2019-2020

EMPLOYEE REQUEST - Classified: YES

CLASSIFIED REQUEST - Position Title: adjunct RN faculty x 2

CLASSIFIED REQUEST - Permanent or Temporary?: Permanent

NONSALARY REQUEST - Technology: YES

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: digital medical record and a computer LAB

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: Digital BP machine. electronic medical record template. Weigh Scale. 6 Adult and 6 infants and 2AED for CPR

NONSALARY REQUEST - Equipment/ Supplies Cost: 8000

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] | Health Sciences: Dental Assistant

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete

Unit Goal: Preparation of students to enter the workforce with knowledge and skills required by the industry.

Prepare students with the training on new technological trends required by the Industry, and facilitate graduated students to obtain an entry level positions with a sustainable pay rate. This will place students in a better position to compete for jobs in dental practices, private or public health related.

To prepare students in various areas of a dentistry to be a competent and confident employee.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 03/10/2017

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Students will be well prepared on the knowledge and skills required by the industry.

Goal Rationale - SLO assessment & reflection: prepare students with knowledge and skills required by the dental industry.

Goal Measurable Objective: Upon graduation, students will be hold a job within 6 months.

Unit Goal: Student Service Specialist

With the continue growth in the Health Science Division, we are in need of a Student Specialist Technician, to provide support reviewing applications, verifying transcripts in applications, providing information sessions and application workshops to all division programs.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2018-2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Unit Goal: Certification - Sealant and Coronal Polishing

To provide dental assisting care to individuals from diverse socioeconomic, educational, and cultural backgrounds according to state regulations in a safe and ethical manner.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 03/21/2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: This goal will address assisting students in the process of receiving certification for both sealant application and coronal polishing.

Goal Rationale - SLO assessment & reflection: The dental assisting students will demonstrate competency in the performance and delivery of oral health promotion and disease prevention service in public health, private practice, and alternative settings.

Goal Measurable Objective: The dental assisting students will be able to apply principle in assessment, diagnosis, planning, implementation, and evaluation of treatment.

PROGRAM REVIEW [i.aca] | Health Sciences: Dental Assistant

New - Materials for Sealant and Coronal Polishing Certification (Active)

Planned Action Description: To purchase slow speed handpieces to assist students to complete certification during dental assisting program.

What are the expected measurable results of the Action?: Dental Assisting students will be able to apply principle in assessment, diagnosis, planning, implementation, and evaluation of treatment

Planned Initiation Cycle: 2018-2019

Resource Request: To purchase twenty-two slow speed handpieces to provide students with the opportunity to complete sealant placement and coronal polishing on patients for certification.

Primary Contact Person for Resource Request: Raquel Medina

Resource Request Status: New

Request Funding Type: One Time

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES

If yes, please cite the requirement details: Students will provide patients with oral health promotion and prevention of oral disease in a safe and effective manner.

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: YES

If yes, please cite the relevant regulations: Students are required by the Dental Board of California to meet specific requirements when placing sealants and completing coronal polishing procedure to receive certification.

TOTAL COST ESTIMATE: 2200.00

EMPLOYEE REQUEST - Faculty: NO

Unit Goal: Radiology Certification

Utilize the appropriate technology effectively for informational, academic, personal, and professional needs to complete radiology certification.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 03/21/2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Will enable students to understand the principles and apply techniques of exposing and processing dental radiographs while using infection control and universal precaution methods. Emphasis is placed on radiation safety and protection.

Goal Rationale - SLO assessment & reflection: The dental assisting students will demonstrate a thorough foundation in the biomedical, clinical, and behavioral sciences to achieve successful patient treatment outcomes. Students will utilize critical thinking and sound clinical judgment and cultural sensitivity with patients.

Goal Measurable Objective: The successful student will be able to implement proper dental radiology techniques including infection control, methodologies, radiation safety, and film processing.

Planned Actions and Resource Requests

New - Materials for Radiology certification (Active)

Planned Action Description: To purchase equipment needed to complete radiology certification.

What are the expected measurable results of the Action?: The dental assisting students will be able to apply principle in assessment, diagnosis, planning, implementation, and evaluation of treatment. Students will also implement proper dental radiology techniques including infection control, methodologies, radiation safety, and film processing.

Planned Initiation Cycle: 2018-2019

Resource Request: To purchase three peri-pro film processing machines, six patient lead aprons, and two new radiology mannequins.

Primary Contact Person for Resource Request: Raquel Medina

Resource Request Status: Continuing

Request Funding Type: Both

PROGRAM REVIEW [i.aca] | Health Sciences: Dental Assistant

Extended Description for Complex Requests: Each of the equipment requests are needed to complete radiology certification in a safe and effective manner.

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES

If yes, please cite the requirement details: Radiology services are provided to patients to detect oral disease. Lead aprons are used on patients during the exposure to radiographs for patient safety and to reduce exposure. Radiology mannequins are used in pre-clinical lab for practice of safe exposure prior to treating patients in clinic.

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: YES

If yes, please cite the relevant regulations: The Dental Board of California requires specific didactic and clinical dental radiograph requirements prior to issuing radiology certification to the students.

TOTAL COST ESTIMATE: 15,000.00

Unit Goal: Dental Assistant Program Director.

The Dental Board of California requires that all Board Approved Dental Assistant Programs assign a Program Director.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 08/01/2019

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: In order to maintain the program structure, and compliance with the Dental Board of California.

Planned Actions and Resource Requests

New - Dental Assistant Program Director. (Active)

Planned Action Description: The Dental Board of California requires that all board approved Dental Assistant Programs assign a Program Director.

The director is responsible for all the management of student files from application to conclusion of the program, management of certifications provided during the program, which requires the processing of specific requirements to be completed per student (Radiation Safety, Coronal Polishing, Pit and Fissure Sealants) and proper report to the Board, and maintenance of files for a minimum of 5 years, verification of weekly spore testing, verification of eye-washing stations, maintenance of equipment, order of classes and clinical supplies, among others.

What are the expected measurable results of the Action?: Proper functioning of the Dental Assistant Program.

Planned Initiation Cycle: 2018-2019

Resource Request: The director is responsible for all the management of student files from application to conclusion of the program, management of certifications provided during the program, which requires the processing of specific requirements to be completed per student (Radiation Safety, Coronal Polishing, Pit and Fissure Sealants) and proper report to the Board, and maintenance of files for a minimum of 5 years, verification of weekly spore testing, verification of eye-washing stations, maintenance of equipment, order of classes and clinical supplies, among others.

See the Dental Board of California description for a Program Director:

The program director shall have teaching responsibilities that are less than those of a full-time faculty member. He or she shall actively participate in and be responsible for the administration of the program including the following:

- (i) Participating in budget preparation and fiscal administration, curriculum development and coordination, determination of teaching assignments, supervision and evaluation of faculty, establishment of criteria and procedures, design and operation of program facilities, and selection of extramural facilities and coordination of instruction in those facilities.
- (ii) Holding periodic staff meetings to provide for subject matter review, instructional calibration, curriculum evaluation, and coordinating activities of full-time, part-time, and volunteer faculty or instructional staff.
- (iii) Maintaining copies of minutes of all advisory committee and staff meetings for not less than five years.

[https://govt.westlaw.com/calregs/Document/I75686220FAB311E096FBA74D03BC51B0?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/I75686220FAB311E096FBA74D03BC51B0?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

Primary Contact Person for Resource Request: Carlos Sermeño

PROGRAM REVIEW [i.aca] I Health Sciences: Dental Assistant

Resource Request Status: New

Request Funding Type: On-going

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: YES

If yes, please cite the relevant regulations: Required by the Dental Board of California.

TOTAL COST ESTIMATE: 20,000

OTHER RESOURCE REQUEST: The Dental Board of California requires the Program Director to be a Registered Dental Assistant, employed at the institution.

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] | Health Sciences: Dental Hygiene

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete

Completion Status 2017-2018 Cycle: .

Completion Status 2018-2019 Cycle: Program Review 2018-2019 Complete ready for Validation

Unit Goal: Continue to prepare student to enter the workforce.

Create jobs for entry level positions with a sustainable pay rate, offering a Bachelor of Science degree in Dental Hygiene. This puts students in a better position to compete for jobs in dental offices, industry sales and marketing, and teaching.

To prepare students in various areas of dentistry, and to be a well prepared, competent and confident employee.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2015

Goal Timeframe: Less than 1 year

Goal Priority: Medium

Goal Rationale - Program Review Narrative & Assessment: Under the California SB 850, WLAC is currently offering a baccalaureate degree program in Dental hygiene as part of the pilot program. Currently, one cohort of 42 students is accepted per year, during the Fall Semester. WLAC no longer offers an AS degree in dental hygiene.

Goal Rationale - SLO assessment & reflection: Prepare students for employment in various areas of the dental field.

Goal Measurable Objective: The number of students employed 6 months after graduation, and the areas of employment.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/20/2019

Status of Progress: Some Progress Made

Create jobs for entry-level positions with a sustainable pay rate, and, offer a Bachelor of Science degree in Dental Hygiene. This will place students in a better position to compete for jobs in dental offices, industry sales and marketing, and teaching.

Unit Plan UPDATE TYPE: Update to Unit Goal

Description and Analysis of Outcome Measures: The first BS degree of Dental Hygiene students were all licensed and employed in the field.

For Resource Requests: Status of Previous Request: Partially Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: Need administrative assistance, counseling and laboratory technician to support students to deliver dental hygiene services more efficiently with more volume.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Modifications

Modification: Establish the connection between graduates of DH program students to the employment in the variety of settings in the field in the industry. (03/21/2019)

Resource Request in Program Review: Yes

Modification Type: Change to Resource Request

Why is this modification needed?: Due to increases in numbers of graduates for the class of 2019 and the class of 2020, the need for more student support service staff is needed.

PROGRAM REVIEW [i.aca] | Health Sciences: Dental Hygiene

Completed - Hire a Full Time Faculty (1) (Active)

Planned Action Description: Hire a Full Time Faculty to replace the vacancy of the re-assigned chair and director.

What are the expected measurable results of the Action?: The program is impacted by release time of two FT faculty members. The department needs more support in teaching and college committee participation.

Planned Initiation Cycle: 2015-2016

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/21/2019

Status of Progress: No Progress Made

No faculty hired during 2018-2019.

Unit Plan UPDATE TYPE: Update to Resource Request

Description and Analysis of Outcome Measures: No new faculty member was hired.

For Resource Requests: Status of Previous Request: Not Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: Another full-time faculty member for Dental Hygiene will increase the more calibration among the faculty members and more student's individual services outside the classroom like dental hygiene club advising, research poster presentation preparation, and professional organization participation and involvement.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

New - Hire Full time Faculty (request for 2nd FT faculty) (Active)

Planned Action Description: With two faculty members members being released to 1. establish the 4 year degree program and 2. to replace the Allied Health Chair and Director, we are in need of two FT faculty positions to assist with the teaching load. This faculty member will cross teach in disciplines, Dental Hygiene, Dental Assisting and Health Occupations.

What are the expected measurable results of the Action?: Hire less adjunct faculty and relieve the current teaching hour load of FT faculty. With Allied Health program requiring an 18 unit load, faculty are stretched.

Planned Initiation Cycle: 2016-2017

Completed - Offer a 4year Bachelor Degree in Dental Hygiene (Active)

Planned Action Description: With SB 850 signed by Governor Brown, we hope to be selected to offer the pilot project at WLAC. Since the DH students graduate from the program with a minimum of 120 units, this degree will not require any new classes and students will achieve the degree that they deserve. Also, since this is a terminal degree with no transferability options, this 4year degree will allow underrepresented student to achieve a higher degree at a lower cost than a CSU. We have letters of support from the students, industry leaders, faculty, community dentist, advisory board members and the college administration and Academic Senate.

What are the expected measurable results of the Action?: The purpose of this Bill is to increase the number of bachelor degrees in the state. The measurable outcomes will be the number of degrees achieved.

Planned Initiation Cycle: 2015-2016

Completed - Offer a Dental Assistant Program to meet the labor market demand (Active)

Planned Action Description: According to the labor market, there will be 1640 job opening in the Los Angeles Area from 2012-2020. With a dental facility available on campus and connections with the local dental community, a dental assistant program will be offered in FALL 2015. The curriculum has been submitted to and approved through our college and submitted to LAOC RC for approval.

PROGRAM REVIEW [i.aca] | Health Sciences: Dental Hygiene

What are the expected measurable results of the Action?: The number of certificates and degrees

Planned Initiation Cycle: 2015-2016

Completed - Offer a Health care Core Curriculum (Active)

Planned Action Description: 4 Health care core curriculum course have been created in collaboration with the 9 sister colleges. Students who are interested in a Health care will be directed into these courses via counselors. All 4 courses provide foundational skills in health care. Upon completing the core courses, students will receive a skills certificate that is recognized by all 9 colleges.

What are the expected measurable results of the Action?: Number of students who successfully complete the core curriculum and move on to programs.

Planned Initiation Cycle: 2016-2017

In Progress - Purchase equipment to stay current with employment trends (Active)

Planned Action Description: Purchase equipment that will keep students current and employable.

What are the expected measurable results of the Action?: Employment numbers

Planned Initiation Cycle: 2014-2015

In Progress - To have a budget for equipment repairs and maintenance (Active)

Planned Action Description: With technology comes the need to repair and maintain equipment. We need a budget to keep up with the repair needs of the dental clinic and lab. As of last semester, 1 xray unit head needs replaced and the Panoramic radiology equipment needs repair.

What are the expected measurable results of the Action?: To have a fully functional clinic each semester.

Planned Initiation Cycle: 2014-2015

Faculty: Full-Time - Hire a FT faculty (2) (Active)

Planned Action Description: With 2 faculty members being reassigned to other positions, 1. to establish the bachelor degree program and 2. to replace the chair and director in allied health, we need two FT faculty to replace them. With Allied Health program having a teaching load of 18 standard hours, the current FT faculty are stretched thin.

What are the expected measurable results of the Action?: Carlos Sermeno and Carmen Dones

Resource Request Status: Received

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 110000

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Discipline: Faculty in Dental Hygiene

FACULTY REQUEST - Why is this position needed at this time?: The new hire will teach in Dental hygiene and assisting, allied health and health occ

FACULTY REQUEST - Rationale: Impact Other Disciplines: Career Technical Education

PROGRAM REVIEW [i.aca] | Health Sciences: Dental Hygiene

ADDITIONAL COMMENTS - Further Justification for the Resource Request: The cost of the FT faculty will come from program 100

The discipline needs two FT faculty to replace the re-assigned faculty.

ADDITIONAL COMMENTS - Possible funding sources: Program 100

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

03/28/2017

Status of Progress: Complete

Two FT faculty have been hired.

Unit Plan UPDATE TYPE: Update to Unit Goal

For Resource Requests: Status of Previous Request: Fully Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: N/A

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

New - Hire a counselor or a student service person to guide the financial aid process and employment connection. (Active)

Planned Action Description: Applicants and graduates of the program will benefit tremendously having a non-faculty person who could serve their needs for financial and employment needs to survive the rigorous dental hygiene program.

What are the expected measurable results of the Action?: More students are receiving financial aid, student worker positions, scholarship and employment.

Planned Initiation Cycle: 2019-2020

Resource Request: Hire a person/staff who will guide the students for financial support and employment support.

Primary Contact Person for Resource Request: Lisa Kamibayashi

Resource Request Status: New

Request Funding Type: Both

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES

If yes, please cite the requirement details: More students establish financial stability and future plan as quickly as possible after graduation, the outcome of the students' performance will improve.

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 50,000

EMPLOYEE REQUEST - Faculty: NO

FACULTY REQUEST - Rationale: Positive opportunities and/or negative impacts?: The faculty will be more knowledgeable and professional to offer a higher level of services, but it can actually be done with non-faculty position who qualify, too.

EMPLOYEE REQUEST - Classified: YES

CLASSIFIED REQUEST - Position Title: Need extra guidance for healthcare profession students to be able to have less stress outside the classroom.

CLASSIFIED REQUEST - Permanent or Temporary?: Permanent

Unit Goal: Create clear completion pathways for students entering Health professions

Create clear pathways for students interested in health professions/ careers.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2014

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: As a consortium member of a Health professions group with the 9

PROGRAM REVIEW [i.aca] | Health Sciences: Dental Hygiene

sister colleges and the Chamber of Commerce Health sector, It has come to our attention that graduates of allied health programs are entering the work field with minimal soft skills.

Goal Measurable Objective: Identify how many students enroll in the Healthcare core curriculum and follow the progress/success of students completing the core curriculum and entering a program in Allied Health.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/06/2018

Status of Progress: No Progress Made

Create clear completion pathways for students entering Health professions Create clear pathways for students interested in health professions/ careers.

Unit Plan UPDATE TYPE: Update to Resource Request

Description and Analysis of Outcome Measures: Students were asked to attend BS75 for Information Session for the program. The applicant pool size reduced.

For Resource Requests: Status of Previous Request: Not Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: Hire a counselor designated for the health science professions and guide them with different options in the healthcare field.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: Hire a counselor for Health Science programs (includes dental hygiene) to offer academic counseling specific to healthcare filed. (03/06/2018)

Resource Request in Program Review: Will discuss with Division Chair

Modification Type: Change to Resource Request

Why is this modification needed?: New request

Planned Actions and Resource Requests

New - informing the public about the programs via advertisement via TV, radio, postcards, brochure, flyer, social media etc. (Active)

Planned Action Description: To sustain the valuable and well-recognized health science programs, the program must have a way to inform the public about these valuable programs by a variety of ways. It should include TV, Radio, Postcards, CM, Brochures, flyers, and social media.

What are the expected measurable results of the Action?: Increase in the application pools and inquiries to the health science programs.

Planned Initiation Cycle: 2019-2020

Resource Request: Funding for TV and Radio commercials, printing fee for flyers and postcards. Use of Social Media with fee-based commercial services.

Primary Contact Person for Resource Request: Lisa Kamibayashi

Resource Request Status: New

Request Funding Type: Both

Extended Description for Complex Requests: The advertisement of the program information must be ongoing, but the initiation fee or lump sum funding can initiate this project.

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES

If yes, please cite the requirement details: Without advertising, we will not be able to expose students for opportunities that are available for them.

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 10,000

PROGRAM REVIEW [i.aca] | Health Sciences: Dental Hygiene

Unit Goal: Forge effective alliances with local schools in the community

To create connections with local high schools to offer the Healthcare Core Curriculum to new incoming students.

Unit Goal Status: New

Unit Goal Active Cycle: 2015-2016, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2015

Goal Timeframe: Less than 1 year

Goal Priority: Medium

Goal Rationale - Program Review Narrative & Assessment: This goal will bring students to WLAC and provide them foundational skills in health care. Upon completion of the core, students will obtain entry level employment skills and skills certificates that will be acknowledged by all 9 campuses and employers.

Goal Measurable Objective: The number of high school students interested in health care and the number of students that enroll and successfully complete the core.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/21/2019

Status of Progress: No Progress Made

Some attempts were made to connect with local high schools, but no activities were made at this point.

Unit Plan UPDATE TYPE: Update to Resource Request

Description and Analysis of Outcome Measures: Due to having a designated division administrative assistant from December 2018 till March 2019, the connection with local high schools was not possible.

For Resource Requests: Status of Previous Request: Not Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: Request to have a full-time administrative assistant or a counselor to be able to coordinate program information sessions with local schools.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Planned Actions and Resource Requests

New - Hire a full time or part-time classified staff or a counselor for connecting high schools. (Active)

Planned Action Description: To make high schoolers aware of the health science programs, a full or a part-time employee who can bring information and coordinate the guidance to start health science majors.

What are the expected measurable results of the Action?: Increase in the numbers of students' enrollment and retention.

Planned Initiation Cycle: 2019-2020

Resource Request: To hire a full time or a part-time employee for a health science education guidance and bridge into the college career pathways.

Primary Contact Person for Resource Request: Lisa Kamibayashi

Resource Request Status: New

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES

If yes, please cite the requirement details: Informing students who are interested in healthcare professions to obtain accurate information and success with efficiency.

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 50,000

EMPLOYEE REQUEST - Classified: YES

CLASSIFIED REQUEST - Position Title: Healthcare field pathway coordinator

CLASSIFIED REQUEST - Permanent or Temporary?: Permanent

PROGRAM REVIEW [i.aca] | Health Sciences: Dental Hygiene

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] | Health Sciences: Health

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete

Completion Status 2017-2018 Cycle: Program Review 2017-18 Complete Ready for Validation

Unit Goal: Increase safety of facilities

Improve safety in the classrooms and on campus.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2018-2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Unsafe environment for the students.

Goal Rationale - SLO assessment & reflection: Improved facilities for the students.

Goal Measurable Objective: Safely measures taken to provide the optimum environment for the student.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/18/2019

Status of Progress: No Progress Made

Ongoing. We are still waiting for internal locking doors in the general classrooms.

Unit Plan UPDATE TYPE: Update to Unit Goal

Description and Analysis of Outcome Measures: The college should make the safety and security of students and employees a #1 priority. Faculty should be able to lock doors internally in case of an intruder and reduce potential violence

For Resource Requests: Status of Previous Request: Not Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: faculty and staff need to feel safe at their workplace.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Planned Actions and Resource Requests

Changed - Maintain equipment (Active)

Planned Action Description: Repair or replace broken equipment in PEC 104 and PECN 14.

What are the expected measurable results of the Action?: Equipment is serviced.

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/18/2019

Status of Progress: Discontinued

This no longer relates to the health discipline

Unit Plan UPDATE TYPE: Update to Planned Action

Description and Analysis of Outcome Measures: This no longer relates to the health discipline

For Resource Requests: Status of Previous Request: Not Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: Big impact on the kinesiology program when equipment is not repaired or replaced. This becomes a safety issue

PROGRAM REVIEW [i.aca] | Health Sciences: Health

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Changed - Provide safe access to and from the pool (Active)

Planned Action Description: Put non slip flooring in the hallways of PECS & N.

What are the expected measurable results of the Action?: Students returning to the locker rooms from the pool will not slip and fall.

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/18/2019

Status of Progress: Discontinued

No longer relates to health. This is Kinesiology

Unit Plan UPDATE TYPE: Update to Planned Action

Description and Analysis of Outcome Measures: No longer relates to health. This is Kinesiology

For Resource Requests: Status of Previous Request: Unknown

For Resource Requests: What is the impact on the program of either receiving or not receiving?: Creates a dangerous environment if pool surface area is not safe

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Changed - Service Contract (Active)

Planned Action Description: Sign a service contract for the Fitness Center (PEC 104) and Weight Room (PECN 14).

What are the expected measurable results of the Action?: Contract signed

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/18/2019

Status of Progress: No Progress Made

No longer relates to health. This is Kinesiology

Unit Plan UPDATE TYPE: Update to Planned Action

Description and Analysis of Outcome Measures: No longer relates to health. This is Kinesiology

For Resource Requests: Status of Previous Request: Unknown

For Resource Requests: What is the impact on the program of either receiving or not receiving?: No longer relates to health. This is Kinesiology

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Unit Goal: Provide consistent instruction in the Health classes.

Provide consistent instruction in the Health classes.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2018-2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Currently only 18% of the health classes offered are taught by a full time instructor. With 20 adjuncts the course content and instructional quality is not consistent.

Goal Rationale - SLO assessment & reflection: Inconsistent assessment results.

Goal Measurable Objective: Full time Health instructor is hired. Health classes become more consistent in course content and quality of instruction.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/18/2019

Status of Progress: No Progress Made

No full-time health instructor has been hired since 2007

Unit Plan UPDATE TYPE: Update to Unit Goal

PROGRAM REVIEW [i.aca] | Health Sciences: Health

Description and Analysis of Outcome Measures: Only 1 FT health instructor with 12 adjuncts so the classes are not compliant with the 25\$/75% accreditation rate

For Resource Requests: Status of Previous Request: Not Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: Not compliant with the 25\$/75% teaching formula

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Planned Actions and Resource Requests

In Progress - Hire Instructor (Active)

Planned Action Description: Hire full time Health instructor.

What are the expected measurable results of the Action?: Full time instructor hired. Course content and quality of instruction becomes more consistent.

Planned Initiation Cycle: 2018-2019

Resource Request: request a full-time health faculty hire

Primary Contact Person for Resource Request: Carlos Sermeno

Resource Request Status: Continuing

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Discipline: Health

FACULTY REQUEST - Why is this position needed at this time?: more consistent teaching and makes department compliant with 25%/75% accreditation rate

FACULTY REQUEST - Rationale: Positive opportunities and/or negative impacts?: more consistent teaching and makes department compliant with 25%/75% accreditation rate

FACULTY REQUEST - Rationale: Educational Master Plan Goals/ Objectives: more consistent teaching and makes department compliant with 25%/75% accreditation rate

FACULTY REQUEST - Rationale: Impact Other Disciplines: more consistent teaching and makes department compliant with 25%/75% accreditation rate

FACULTY REQUEST - Rationale: Demand: more consistent teaching and makes department compliant with 25%/75% accreditation rate

FACULTY REQUEST - Is the required hypothetical fall & spring semester work load sheet attached?: NO

FACULTY REQUEST - Compliance with Mandates: Yes

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/18/2019

Status of Progress: Discontinued
discontinued

Unit Plan UPDATE TYPE: Update to Planned Action

For Resource Requests: Status of Previous Request: Not Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: Only 1 FT health instructor with 12 adjuncts so the classes are not compliant with the 25\$/75% accreditation rule

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

In Progress - Hire Instructor - 2 (Active)

Planned Action Description: Hire full time Health instructor

What are the expected measurable results of the Action?: Improved quality and consistency in course content

PROGRAM REVIEW [i.aca] | Health Sciences: Health

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/18/2019

Status of Progress: Discontinued

discontinued

Unit Plan UPDATE TYPE: Update to Planned Action

Description and Analysis of Outcome Measures: Only 1 FT health instructor with 12 adjuncts so the classes are not compliant with the 25\$/75% accreditation rate

For Resource Requests: Status of Previous Request: Not Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: Only 1 FT health instructor with 12 adjuncts so the classes are not compliant with the 25\$/75% accreditation rate

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Unit Goal: Discipline Support

Resources to support professional development and course delivery support.

Unit Goal Status: New

Unit Goal Active Cycle: 2016-2017, 2018-2019

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: compensation for adjuncts for professional development

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] | Health Sciences: Medical Assisting

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete

Unit Goal: Increase the number of underserved students

Historically African American Males student enrollment is very low, in this program. We want to attract more males into the Medical Assisting Program

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2018-2019, 2019-2020

Unit Goal Start Date: 10/15/2017

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: The gap in equity.

Goal Measurable Objective: It is expected to increase the number of students enrolling in this program, by way of outreach to high schools and work source centers, through the continuous advertisement to the community and offering information sessions throughout the year.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/06/2018

Status of Progress: Some Progress Made

Efforts have been made to increase enrollment of African American males through community outreach, orientations offered, advertisement in school websites, and counseling department involvement.

Unit Plan UPDATE TYPE: Update to Planned Action

For Resource Requests: Status of Previous Request: Unknown

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Planned Actions and Resource Requests

New - Increased the number of students successfully completing the certified Medical Assisting (Active)

Planned Action Description: Meet with facilities to discuss space needs and allocation

What are the expected measurable results of the Action?: To increase the number of students finding employment upon completion

Planned Initiation Cycle: 2019-2020

Resource Request Status: Continuing

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Discipline: Full Time faculty

FACULTY REQUEST - Why is this position needed at this time?: A Full time Faculty Hire to teach in the Medical Assisting and Health Occupation courses/TRIO

PROGRAM REVIEW [i.aca] | Health Sciences: Medical Assisting

EMPLOYEE REQUEST - Classified: YES

CLASSIFIED REQUEST - Position Title: Senior Office Assistant

CLASSIFIED REQUEST - Class Code:

CLASSIFIED REQUEST - Permanent or Temporary?: Permanent

EMPLOYEE REQUEST - Unclassified: NO

UNCLASSIFIED REQUEST - Assignment: Student Worker

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: Three 12 Leads ECG/EKG machines

NONSALARY REQUEST - Technology Cost: 9000 \$

NONSALARY REQUEST - Equipment/ Supplies Description: The machines will facilitate the learning and practice of assessing electrocardiograms, in addition, having three machines will allow multiple students to practice at the same time.

Unit Goal: Student Success in obtaining state certification

To better prepare students for their career path.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 10/15/2016

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: We are currently struggling to obtain graduate and employer information/surveys, and assist students due to the paperwork and follow required for student entry into programs.

Goal Rationale - SLO assessment & reflection: Enhance student success

Goal Measurable Objective: To better assist students in obtaining their career goals.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/06/2018

Status of Progress: Significant Progress Made

Efforts have been heavily geared to offer a well rounded learning experience that includes interactive lectures in the classroom, engaging activities in the hands on skills lab, and assistance with placement in various internship opportunities.

Unit Plan UPDATE TYPE: Update to Unit Goal

For Resource Requests: Status of Previous Request: Unknown

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Planned Actions and Resource Requests

New - Better prepare students for the workforce (Active)

What are the expected measurable results of the Action?: An increase in students passing course and state certification and licensing exams.

Planned Initiation Cycle: 2017-2018

New - Develop relationships with community and industry leaders (Active)

Planned Action Description: Invite community and industry leaders to advisory board meetings and job fairs
Invite LA Chamber of Commerce to help us reach this goal through workshops and physical involvement with their resources.

PROGRAM REVIEW [i.aca] | Health Sciences: Medical Assisting

What are the expected measurable results of the Action?: The number of new advisory board and health fair members
Planned Initiation Cycle: 2018-2019

Unit Goal: Community Connections

To identify hospitals and clinics for student learning externships

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 10/15/2016

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: With more hospitals hiring medical assistants, externship opportunities in a hospital setting will better prepare students for employment

Goal Rationale - SLO assessment & reflection: Better prepare students for employment

Goal Measurable Objective: The number of new contracts obtained with hospitals and clinics

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/06/2018

Status of Progress: Some Progress Made

Networking through our advisory committee has propelled relationships within the industry. We are recognized as a premier learning institute that produces professionals that demonstrate superior skills in the workforce.

Unit Plan UPDATE TYPE: Update to Unit Goal

For Resource Requests: Status of Previous Request: Unknown

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Unit Goal: Unlinked

Planned Actions and Resource Requests from previous Program Review not linked to Unit Goal.

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 10/15/2015

Planned Actions and Resource Requests

In Progress - Provide an environment conducive to learning (Active)

Planned Action Description: Turn SC 105 into a laboratory classroom as it is already equipped to be a lab with a sink.

What are the expected measurable results of the Action?: An increase in the number of students passing the lab exams on the 1st or 2nd attempt. As of right now, the lab use time is limited due to the sharing of the skills lab with the CNA program.

Planned Initiation Cycle: 2018-2019

Resource Request Status: Continuing

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

NONSALARY REQUEST - Equipment and Supplies: YES

PROGRAM REVIEW [i.aca] | Health Sciences: Medical Assisting

NONSALARY REQUEST - Equipment/ Supplies Description: We need 2 "Clinic Simulator" in SC 105.
We need 8 Enclosed wall mounted cabinets for Medical Supplies / Venipuncture and Injections.
Also, we need 6 Enclosed floor cabinets for Medical Equipment and 4 floor cabinet for document storage.
We need 6 Screen Flex to create professional environment for clinical practices.

NONSALARY REQUEST - Equipment/ Supplies Cost: 20000

Source of Cost Estimate - Has supporting documentation been attached?: NO

ADDITIONAL COMMENTS - Further Justification for the Resource Request: To offer students an enhanced learning experience that will prepare them for workforce and patient care.

Unit Goal: Student Service Specialist

With the continue growth in the Health Science Division, we are in need of a Student Specialist Technician, to provide support reviewing applications, verifying transcripts in applications, providing information sessions and application workshops to all division programs.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/06/2018

Status of Progress: No Progress Made

No specific person has been assigned to this task as a permanent role.

Unit Plan UPDATE TYPE: Update to Unit Goal

For Resource Requests: Status of Previous Request: Unknown

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Unit Goal: Program Support

Resources will assist students on their learning and training/skill practices.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/06/2018

Status of Progress: Significant Progress Made

Supplies are needed on an ongoing basis for successful learning and training practices.

Unit Plan UPDATE TYPE: Update to Unit Goal

For Resource Requests: Status of Previous Request: Unknown

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Planned Actions and Resource Requests

New - Updating MA Program Equipment and Resources. (Active)

PROGRAM REVIEW [i.aca] | Health Sciences: Medical Assisting

Planned Action Description: Resources will assist students on their learning and training/skill practices. (New)

To be competitive in the Medical Industry.

Planned Initiation Cycle: 2018-2019

Primary Contact Person for Resource Request: Yervant Boghos , Calos Sermeno and Juan Carlos Castillo

Resource Request Status: New

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: 2 Sterilizers /Autoclaves

One Blood Centrifuge

one Hemocue

Four Venipuncture ARM Trainer

NONSALARY REQUEST - Equipment/ Supplies Cost: 14000

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] | Health Sciences: Pharmacy Technician

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete

Completion Status 2017-2018 Cycle: Program Review 2017-18 Complete Ready for Validation

Unit Goal: Student Success in obtaining state certification

To better prepare students for their career path

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2015

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: We are currently struggling to obtain graduate and employer information/surveys, and assist students due to the paperwork and follow required for student entry into programs.

Goal Rationale - SLO assessment & reflection: Enhanced students success

Planned Actions and Resource Requests

In Progress - To better prepare students for licensing and state examination (Active)

Planned Action Description: develop non-credit courses to prepare student for certification examination

What are the expected measurable results of the Action?: An increase in students obtaining board certification and licensure.

Planned Initiation Cycle: 2018-2019

Resource Request: We are in the process of creating more non-credit classes to increase our program enrollment.

Primary Contact Person for Resource Request: Ms. Carmen Dones

Dr. Allison Tom-Miura

Resource Request Status: Continuing

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: \$5000

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Discipline: Health Sciences

FACULTY REQUEST - Why is this position needed at this time?: In order to create more opportunities to reach out to as many prospective students as possible

FACULTY REQUEST - Rationale: Positive opportunities and/or negative impacts?: More enrollment

FACULTY REQUEST - Rationale: Educational Master Plan Goals/ Objectives: This position will directly increase the community awareness about our pharmacy technician program.

FACULTY REQUEST - Is the required hypothetical fall & spring semester work load sheet attached?: YES

FACULTY REQUEST - Compliance with Mandates: Yes

FACULTY REQUEST - Mandate but Not Requirement: Yes

PROGRAM REVIEW [i.aca] | Health Sciences: Pharmacy Technician

EMPLOYEE REQUEST - Classified: YES

CLASSIFIED REQUEST - Position Title: Pharmacy Technician Full Time Instructor

Unit Goal: Program Support

Planned Actions and Resource Requests from previous Program Review not linked to Unit Goal.

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2015

Planned Actions and Resource Requests

New - Better prepare students for the workforce (Active)

Planned Action Description: We need a facility and a minimum of 40 computer stations, desks, and chairs and software to teach admin courses for all allied health programs and provide mock state certification exams.

What are the expected measurable results of the Action?: An increase in students passing course and state certification and licensing exams.

Planned Initiation Cycle: 2016-2017

New - Increased the number of students successfully completing the pharmacy technician program. (Active)

Planned Action Description: Meet with facilities to discuss space needs and allocation

What are the expected measurable results of the Action?: To increase the number of students finding employment upon completion

Planned Initiation Cycle: 2018-2019

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [a.stu] | International Student Center

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete
Completion Status 2017-2018 Cycle: Program Review 2017-18 Complete Ready for Validation
Completion Status 2018-2019 Cycle: Program Review 2018-2019 Complete ready for Validation

Unit Goal: Increase International Student Population Enrollment

Increase full-time international student program size to 250

Unit Goal Status: New

Unit Goal Active Cycle: 2015-2016, 2018-2019

Unit Goal Start Date: 10/15/2015

Goal Timeframe: 1-3 years

Goal Priority: Low

Goal Rationale - Program Review Narrative & Assessment: Increase social support network opportunities.

Goal Measurable Objective: Admissions and enrollment statistics

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/22/2019

Status of Progress: No Progress Made

- Spring 2019 full-time international student program size is 135.
- Steady trend with no significant increases or decreases in population size.

Next steps:

- Domestic Recruitment: Focus on recruiting at language schools
- Online Recruitment: Recruit at virtual fairs and follow-up with prospective students via Study USA

Unit Plan UPDATE TYPE: Update to Planned Action

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/04/2018

Status of Progress: No Progress Made

Increase International Student Population

Unit Plan UPDATE TYPE: Update to Unit Goal

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 3.1.1 - 3.4.2

EMP OBJECTIVE - EMP Objective 3.2.5 Enhance services and programs to meet the needs of students and the community for whom English is a second language.

EDUCATIONAL MASTER PLAN - Strategic Objectives 4.1.1 - 4.3.1

EMP OBJECTIVE - EMP Objective 4.2.1 Develop and implement a plan to improve collaboration between instructional and student services departments.

PROGRAM REVIEW [a.stu] | International Student Center

Unit Goal: Increase Student Retention

Current student attrition due to under-enrollment and/or academic difficulty is currently approximately 10%. This number can be significantly reduced with the addition of a counselor dedicated to this population.

Unit Goal Status: New

Unit Goal Active Cycle: 2016-2017, 2018-2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: The General Counseling Department places international students in cue for service with the general population but an international-specific counselor is necessary to address the additional and specific needs of this population.

Goal Measurable Objective: Semester by semester SEVIS termination rates will provide measurable and accurate retention and student attrition trends along with coding to identify reason for attrition.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/22/2019

Status of Progress: No Progress Made

- Spring 2019 attrition due to under-enrollment and/or academic difficulty is 12%
- Steady trend with no significant increases or decreases in attrition

Next Steps:

- Request academic counselor designated for international students

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Unknown

For Resource Requests: What is the impact on the program of either receiving or not receiving?: Resource Request: Academic counselor assigned to international students

- If students need to take a reduced course load, extend their I-20 or enroll at another college part-time, they need to petition the International Student Program. This petition MUST include a comprehensive education plan (CSEP) signed by a counselor. Without this CSEP, petitions are not granted and the student's I-20 is terminated. The student is then considered out of status, which affects their non immigrant F1 visa.

- Access to an international academic counselor is vital, especially when general counselors are booked 2-3 weeks in advance.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/04/2018

Status of Progress: No Progress Made

"Increase retention"

Unit Plan UPDATE TYPE: Update to Unit Goal

For Resource Requests: Status of Previous Request: Not Funded

Planned Actions and Resource Requests

New - Resource Request: Designate an academic counselor to the International Student Program (Active)

Planned Action Description: When international students need to take a reduced course load, extend their I-20, or enroll at another college part-time, they need to petition the International Student Program. This petition MUST include a comprehensive education plan (CSEP) signed by a counselor. Without this CSEP, petitions are not granted and the student's I-20 is terminated for "failure to enroll in a full course-load." The student is then considered out of status, cannot continue their studies, and must depart the US. Because general counselors are booked 2-3 weeks in advance, international students are unable to meet their petition deadlines. Having a designated academic counselor would help meet the particular needs of international students.

What are the expected measurable results of the Action?: Increase full-time enrollment for international students

PROGRAM REVIEW [a.stu] | International Student Center

Decrease attrition rates (due to termination for "failure to enroll in a full course of study") for international students
 Decrease student anxiety levels due to fear of termination

Planned Initiation Cycle: 2019-2020

Resource Request: Designate an academic counselor to the International Student Program

Primary Contact Person for Resource Request: Guadalupe Martinez, Student Services Specialist

Michael Goltermann, Dean of Student Services

Roberto Gonzalez, Vice President of Student Services

Resource Request Status: New

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES

If yes, please cite the requirement details: Many international students that are at risk of termination suffer from anxiety, because having their I-20 terminated means they can no longer study in the US and must leave the country immediately.

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: YES

If yes, please cite the relevant regulations: Federal Regulation: SEVIS Reporting Requirements for Designated School Officials (DSO)

It is a DSO's responsibility to terminate a student for "failure to enroll in a full course of study" within 30 days of the session start date.

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Discipline: Counseling

FACULTY REQUEST - Why is this position needed at this time?: When international students need to take a reduced course load, extend their I-20, or enroll at another college part-time, they need to petition the International Student Program. This petition MUST include a comprehensive education plan (CSEP) signed by a counselor. Without this CSEP, petitions are not granted and the student's I-20 is terminated for "failure to enroll in a full course-load." The student is then considered out of status, cannot continue their studies, and must depart the US. Because general counselors are booked 2-3 weeks in advance, international students are unable to meet their petition deadlines. Having a designated academic counselor would help meet the particular needs of international students.

FACULTY REQUEST - Rationale: Positive opportunities and/or negative impacts?: Having an academic counselor will increase full-time enrollment for international students and will decrease termination rates due to "failure to enroll in a full course load." Not having an academic counselor has made it difficult for students to have their petitions approved and has increased their anxiety levels due to the fear of having their I-20 terminated.

FACULTY REQUEST - Rationale: Demand: Because general counselors are booked 2-3 weeks in advance, international students are unable to meet their petition deadlines.

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 3.1.1 - 3.4.2

EMP OBJECTIVE - EMP Objective 3.2.1 Improve pre-enrollment services targeted to potential at-risk students.

EMP OBJECTIVE - EMP Objective 3.2.4 Identify critical milestones for student success based on research, monitor progress of at-risk students through those milestones, and initiate supportive action as needed.

EMP OBJECTIVE - EMP Objective 3.2.5 Enhance services and programs to meet the needs of students and the community for whom English is a second language.

EDUCATIONAL MASTER PLAN - Strategic Objectives 4.1.1 - 4.3.1

EMP OBJECTIVE - EMP Objective 4.2.1 Develop and implement a plan to improve collaboration between instructional and student services departments.

Unit Goal: Increase inquiry-applicant yield

PROGRAM REVIEW [a.stu] | International Student Center

Increase the frequency and duration of contacts with prospective students, international or domestic.

Unit Goal Status: New

Unit Goal Active Cycle: 2016-2017, 2018-2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Increased focus on the pre-application phase of the recruitment funnel is required to increase the amount of applications received by the international student program.

Goal Measurable Objective: ISP staff will monitor inquiry and application rates with the addition of delivered functionality of PeopleSoft.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/22/2019

Status of Progress: Some Progress Made

- Every week, new prospective students from Study USA are emailed with information on applying to our program
- Every week, students that have completed their application but have not turned in their supporting documentation (evidence of English proficiency, proof of funds, financial affidavit) are contacted via email or phone to complete the international application process.

Unit Plan UPDATE TYPE: Update to Planned Action

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/04/2018

Status of Progress: No Progress Made

"Increase inquiry-applicant yield"

Unit Plan UPDATE TYPE: Update to Unit Goal

Description and Analysis of Outcome Measures: Integration of PeopleSoft bogged down the available human resources to act on this goal.

For Resource Requests: Status of Previous Request: Not Funded

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [a.adm] | Information Technology

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete
Completion Status 2017-2018 Cycle: Program Review 2017-18 Validation Complete
Completion Status 2018-2019 Cycle: Program Review 2018-2019 Complete ready for Validation

Unit Goal: Continue to Enhance Technology to Support WLAC processes for Learning, Teaching, and Research

Support VP of Academic Affairs and VP of Student Services with planning of lab and classroom upgrades which includes the installation of new software and computer hardware.
Improve access to data systems so administrators and faculty have the information they need to improve student success.
Ensure a stable and robust infrastructure for e-learning, classrooms and instructional labs.
Provide comprehensive support and training activities on the use of computer technologies.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2012

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Measurable Objective: BuildLACCD 40J & CC funding will be required to support student success

Planned Actions and Resource Requests

In Progress - Implement Smart Audio Visual equipment in classrooms, upgrade Wi-Fi network, implement new storage and data backup system (Active)
Planned Action Description: Will evaluate the latest hardware technologies. Will meet with various hardware vendors. Will present proposals for Administrative review and approval
What are the expected measurable results of the Action?: Implementation of each technology: Smart Audio Visual, Wi-Fi, storage and data backup
Planned Initiation Cycle: 2018-2019
Resource Request: Each of the technologies will require funding from BuildLACCD
Resource Request Status: Continuing
Request Funding Type: One Time

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/07/2019

Status of Progress: Some Progress Made

New Storage and data backup system have been implemented. BuildLACCD has initiated a 40J Bond related project to upgrade Smart Classroom Audio Visual equipment and Wi-Fi network

Unit Plan UPDATE TYPE: Update to Planned Action

In Progress - Build new data fiber network through-out the College Campus (Active)

PROGRAM REVIEW [a.adm] | Information Technology

Planned Action Description: Will analyze fiber pathways to each building. Will review cost estimates for material and labor from vendors. Will present proposals for Administrative review and approvals

What are the expected measurable results of the Action?: 100% complete by the end of 2019-2020

Planned Initiation Cycle: 2018-2019

Resource Request: The data fiber network project was included in BuildLACCD Fire Light Safety project. BuildLACCD is providing resources. Additional Information Technology resources will not be required for this project

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/07/2019

Status of Progress: Some Progress Made

BuildLACCD included upgrade of fiber ring network as part of 40J Bond funded Fire Light Safety project.

Unit Plan UPDATE TYPE: Update to Planned Action

New - Continue to replace computers for instructional labs, classrooms and offices that are near end of life (Active)

Planned Action Description: Will identify computers for replacement. Will request funding. Once approvals have been obtained will deploy new computers

What are the expected measurable results of the Action?: Number of computers replaced during the fiscal year

Planned Initiation Cycle: 2018-2019

Resource Request: For year 2019-2020, 100 computers have been identified for replacement. Funding will need to be identified

Resource Request Status: Continuing

Request Funding Type: On-going

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/07/2019

Status of Progress: Significant Progress Made

Upgrade of computer equipment in rooms CE 224-226 and Dental Hygiene completed by WLAC Info Tech.

Unit Plan UPDATE TYPE: Update to Planned Action

In Progress - Technology Training (Active)

Planned Action Description: Will identify training needs. Will create training curriculum. Will schedule and conduct training

What are the expected measurable results of the Action?: The number of classes taught

Planned Initiation Cycle: 2018-2019

Resource Request: Training resources such as Raspberry Pi devices, books, online access to skill specific websites, etc

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/07/2019

Status of Progress: Some Progress Made

Security Awareness training with Bookstore and Business Office personnel was conducted by WLAC Info Tech

Unit Plan UPDATE TYPE: Update to Planned Action

PROGRAM REVIEW [a.adm] | Information Technology

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.4.3 Expand the use of up-to-date technology for teaching and learning.

Unit Goal: Improve and Support the efficiency of students, faculty, and administrative staff.

The phone system, network switches, security cameras, wi-fi and host servers have all reached end of life and are no longer supported by the manufacturer. The upgrade of these technologies are dependent on BuildLACCD 40J & CC funding

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2012

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Measurable Objective: To minimize network, phone system, security camera, wi-fi and host server downtime.

Planned Actions and Resource Requests

Equipment - Need Additional Network Storage 50TB (Active)

Planned Action Description: Need to add 50TB more network disk space storage. Allow Faculty to upload more lecture material, document to Kentico CMS. Retain more Email message in mailbox, store critical user data, backup disk space

What are the expected measurable results of the Action?: nick dang

Resource Request Status: Received

Request Funding Type: One Time

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES

If yes, please cite the requirement details: To protect local user data and future expansion of any technology projects

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 80000

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ADDITIONAL COMMENTS - Possible funding sources: Grants

In Progress - Find long term solutions for the Digital Curriculum Storage used by faculty (Active)

Planned Action Description: Will review alternatives. Will analyze cost impact. Will present proposals for Administrative review and approval

What are the expected measurable results of the Action?: Implementation of an alternative platform

Planned Initiation Cycle: 2018-2019

Resource Request: Resources maybe required for the implementation of selected solution

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/07/2019

Status of Progress: Some Progress Made

Continuing to review alternatives for Digital Curriculum Storage server.

Unit Plan UPDATE TYPE: Update to Planned Action

PROGRAM REVIEW [a.adm] | Information Technology

New - Upgrade/Replace Email Server (Active)

Planned Action Description: District Office has initiated project to transition WLAC on premise Exchange email server to Microsoft Office 365 cloud service

Planned Initiation Cycle: 2018-2019

Resource Request: Current Info Tech staff will be able to support the implementation of this project

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/07/2019

Status of Progress: Significant Progress Made

The District Office has initiated a project for all colleges to transition to Microsoft's Office 365 email system.

Unit Plan UPDATE TYPE: Update to Planned Action

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.4.3 Expand the use of up-to-date technology for teaching and learning.

Unit Goal: Maintain, secure and improve reliability of technology infrastructure

Maintain and secure the college technology infrastructure; network switches, host servers, phone system security cameras and wifi, by installing maintenance updates and security patches. Continue discussions with BuildLACCD to fund the upgrade of the respective technologies.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2012

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Measurable Objective: Upgrade of each technology: wi-fi, host servers, core network switches, security cameras

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/07/2019

Status of Progress: No Progress Made

The District Office has communicated the need for redundant Internet pathways. Timeline for this project has yet to be determined

Unit Plan UPDATE TYPE: Update to Planned Action

Planned Actions and Resource Requests

New - Implementation of redundant Internet pathways to the college (Active)

Planned Action Description: Will evaluate the latest Internet technologies. Will meet with various Internet providers. Will present proposals for Administrative review and approval.

What are the expected measurable results of the Action?: Implementation of a redundant Internet pathway

Planned Initiation Cycle: 2018-2019

Resource Request: This project will require funding from BuildLACCD

PROGRAM REVIEW [a.adm] | Information Technology

In Progress - Renew third party support agreements for core network switches, host servers and phone system since equipment has reached end of life and no longer covered by manufacturer support. (Active)

Planned Action Description: Will contact a minimum of three 3rd party support vendors to obtain required quotes for renewal of maintenance agreements

What are the expected measurable results of the Action?: Renewal of support agreement on core network switches, host servers and phone system.

Planned Initiation Cycle: 2018-2019

Resource Request: Funding for 3rd party support agreement

Resource Request Status: Continuing

Request Funding Type: On-going

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/07/2019

Status of Progress: Significant Progress Made

Completed inventory of college network equipment. Third party maintenance was contracted for FY 2018-19. Will need to renew 3rd party support agreement for FY 2019-20

Unit Plan UPDATE TYPE: Update to Planned Action

Description and Analysis of Outcome Measures: Renewal of 3rd party support agreement

New - Upgrade Security Camera System (Active)

Planned Action Description: Will evaluate various security camera technologies. Will meet with various camera security vendors. Will present proposals for Administrative review and approval.

What are the expected measurable results of the Action?: Implementation of new security camera system

Planned Initiation Cycle: 2018-2019

Resource Request: BuildLACCD funding will be required for this project

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/07/2019

Status of Progress: Some Progress Made

Build LACCD has initiated a 40J related project to upgrade of security cameras

Unit Plan UPDATE TYPE: Update to Planned Action

New - Upgrade/Replace Edge Switches (Active)

Planned Action Description: The network switches that support our campus buildings have reached end of life and are no longer supported by the manufacturer. Will evaluate the latest network switching technologies. Will meet with various network switching vendors. Will present proposals for Administrative review and approval.

What are the expected measurable results of the Action?: Implementation of network switches

Planned Initiation Cycle: 2018-2019

Resource Request: BuildLACCD funding will be required

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/07/2019

Status of Progress: Significant Progress Made

PROGRAM REVIEW [a.adm] | Information Technology

WLAC Info Tech has completed inventory of edge switches. WLAC Info Tech has initiated the purchase/replacement switch in MSB.

Unit Plan UPDATE TYPE: Update to Planned Action

New - Upgrade/Replace Host Servers (Active)

Planned Action Description: Host servers have reached end of life and are no longer supported by the manufacturer. Will evaluate the latest host server technologies such as hyper-converged. Will meet with various server vendors. Will present proposals for Administrative review and approval

What are the expected measurable results of the Action?: Implementation of new host servers

Planned Initiation Cycle: 2018-2019

Resource Request: BuildLACCD funding will be required

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/07/2019

Status of Progress: No Progress Made

Discussions continue with BuildLACCD to provide new host servers as part of Technology Learning Center 40J bond funded construction project

Unit Plan UPDATE TYPE: Update to Planned Action

New - Upgrade/Replace core network switches (Active)

Planned Action Description: Network core switches have reached end of life and are no longer supported by the manufacturer. Will evaluate the latest network switching technologies. Will meet with various networking switching vendors. Will present proposals for Administrative review and approval

What are the expected measurable results of the Action?: Implementation of core network switches

Planned Initiation Cycle: 2018-2019

Resource Request: BuildLACCD funding required

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/07/2019

Status of Progress: No Progress Made

Discussions continue with BuildLACCD to provide core network switches as part of Technology Learning Center 40J bond funded construction project

Unit Plan UPDATE TYPE: Update to Planned Action

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.4.3 Expand the use of up-to-date technology for teaching and learning.

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] | Kinesiology

Completion Status 2016-2017 Cycle: Program Review 2016-17 Complete Ready for Validation

Completion Status 2017-2018 Cycle: Program Review 2017-18 Complete Ready for Validation

Unit Goal: Comply with CCCAA Regulations and Promote Athletics Program

Hire a Sports Information Director to comply with California Community College Athletic Association mandates for documentation and reporting of statistical data for athletic events

Unit Goal Status: New

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Measurable Objective: Completion of this goal will result in no sanctions or penalties against the college due to insufficient statistical data submissions. Athletics will promote the department and College to a greater extent to prospective students and athletes. Athletics/WLAC will be viewed as a greater advertising avenue given the increased exposure.

Unit Goal: Provide maximum allowable number of coaches for each sports

The maximum allotment will allow for better overall coaching, recruiting of prospective student-athletes, adherence to administrative duties and service to students.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019

Goal Timeframe: 1-3 years

Goal Rationale - Program Review Narrative & Assessment: The sports of softball, men's basketball and football are not allowed the maximum number of assistant coaches as mandated by the District. Softball, men's basketball and football are all one coach short of the minimum.

Unit Goal: Improve the overall health and strength of student-athletes

Hire a strength and conditioning/nutrition coach

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Goal Timeframe: 1-3 years

Goal Priority: Medium

Goal Rationale - Program Review Narrative & Assessment: Student-athletes enrolling at West are not developed, equipped or knowledgeable with respect to the physical and mental requirements as a result of their participation in athletics at the collegiate level. This position would be responsible for dedicated mental and physical development necessary to grow academically and physically. This position would also contribute to life-long health through promotion of healthy training and eating habits.

Unit Goal: Ensure the proper equipment is available

PROGRAM REVIEW [i.aca] | Kinesiology

Purchase or maintain and certify that proper equipment is provided to ensure the health and safety of participants

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Measurable Objective: Equipment should pass certification tests ensuring that it meets safety guidelines and codes.

Planned Actions and Resource Requests

New - Football Helmets - THIS DOES NOT BELONG TO KINESIOLOGY. (Active)

Planned Action Description: Purchase football helmets

What are the expected measurable results of the Action?: provide enough helmets to support the football team

Planned Initiation Cycle: 2019-2020

Resource Request: purchase 15 helmets to secure a number of different sizes to fit the student-athletes. Athletics would like to have helmets to cover all sizes of student-athletes. Target goal is 100 so that size ranges are appropriately covered. Once target goal is reached, Athletics would need 10 a year as helmets age out or as they cannot be certified.

Primary Contact Person for Resource Request: Ricardo Hooper

Resource Request Status: Continuing

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 4500

New - Shoulder Pads - THIS DOES NOT BELONG TO KINESIOLOGY. (Active)

Planned Action Description: Purchase football padding

What are the expected measurable results of the Action?: Provide updated equipment

Planned Initiation Cycle: 2019-2020

Resource Request: updated shoulder pads are needed for football student-athletes. Athletics would like to purchase 20 pads to compliment the 36 that was certified during recycling. the cost is approximately \$250 per shoulder pad. If granted, Athletics would continue to purchase 10 for 3 more years.

Primary Contact Person for Resource Request: Ricardo Hooper

Resource Request Status: Continuing

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 5000

New - Knee braces - THIS DOES NOT BELONG TO KINESIOLOGY. (Active)

Planned Action Description: Purchase knee braces

What are the expected measurable results of the Action?: Reduce significant knee injuries as a result of better protection for the knee joint

Planned Initiation Cycle: 2019-2020

Resource Request: The risk of major knee surgery is decreased with the purchase of knee braces. Currently only students with pre-existing knee injuries come with braces. The grant would allow for less cost on expensive knee surgeries. Knee braces are approximately \$150 and Athletics wants enough to protect the offensive and defensive lineman as they are more susceptible to knee injury. Braces are \$150-\$200/pair and Athletics is requesting 20 pairs.

Primary Contact Person for Resource Request: Ricardo Hooper

PROGRAM REVIEW [i.aca] | Kinesiology

Resource Request Status: New

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 4000

New - Volleyball Net Standards - THIS DOES NOT BELONG TO KINESIOLOGY. (Active)

Planned Action Description: Requesting 3 standards for the 3 courts in the gym

What are the expected measurable results of the Action?: Reduced risk of injury or significant injury.

Planned Initiation Cycle: 2018-2019

Resource Request: Old volleyball standards are heavy and dangerous. If one is dropped, it could damage the court or break a foot. re

Primary Contact Person for Resource Request: John Anselmo, Ricardo Hooper

Resource Request Status: Continuing

Request Funding Type: One Time

Unit Goal: Increase the academic support to student-athletes

Provide services to increase academic success of student-athletes--including study space, tutorial support, computers, laptops and greater monitoring of academic efforts.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: More laptops and desktops are needed in the academic center. The purchase of 10 served as a signal that more are needed as the 10 are heavily used. The addition of 10 more will better address the needs of the population.

Goal Measurable Objective: Increased GPA, transfer rates, academic eligibility

Unit Goal: Improve Kinesiology Athletics

Hire a full time head coach to teach in Kin Athletics and Kin Major.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2017-2018, 2018-2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Only 27% of the Kinesiology Athletic classes are taught by full time faculty. With the approval of the AAT for KIN, and the retirement of full-time faculty member in summer 2019, we will need additional personnel to instruct KIN courses.

Goal Rationale - SLO assessment & reflection: Consistent instruction in the program.

Goal Measurable Objective: FT Head coach hired. Kinesiology Athletic students will have the highest success rate on campus.

Planned Actions and Resource Requests

New - Head Coach (Active)

Planned Action Description: Hire full time head coach

What are the expected measurable results of the Action?: Improved success results from the student athletes.

Planned Initiation Cycle: 2014-2015

PROGRAM REVIEW [i.aca] | Kinesiology

Unit Goal: Cross Country and Track & Field Equipment

Items that are need of replacement and/or new items essential to the enhanced teaching of the sports

Unit Goal Status: New

Unit Goal Active Cycle: 2016-2017, 2018-2019

Unit Goal Start Date: 08/01/2017

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Items will allow for safe and enhanced teaching of the sports of cross country and track and field. Given the many of our students are dual-sports athletes--with running program being one of the sports, these items will also assist in the safety and development of women's soccer, football, volleyball, men's and women's basketball.

Goal Measurable Objective: An increased reduction in the number of student-athlete who are injured as a result of improper conditioning and/or preparation.

Unit Goal: Baseball Field Installation

replace the grass baseball field with artificial turf.

Unit Goal Status: New

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: The baseball natural grass field needs to be changed to an artificial surface. This change will significantly impact the healthy and safety of students participating in baseball and significantly reduce costs associated with the maintenance and upkeep of a natural surface, Including watering, mowing, field treatments and the personnel hours used to perform those tasks. The surface will allow for a reduced amount of lost days due to an unplayable field, and the College can see increased benefits as the field will be available for greater activity. The greater activity will result in increased revenue to the College.

Goal Rationale - SLO assessment & reflection: Students will not lose instructional days based the field being unusable after a heavy rainfall.

Goal Measurable Objective: Overall reduced cost for maintenance and increased revevnue.

Unit Goal: Field safety netting

This netting with protect individuals off the field of play by keeping balls from leaving the playing area

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2018-2019

Unit Goal Start Date: 08/01/2017

Goal Timeframe: 1-3 years

Goal Priority: Medium

Goal Rationale - Program Review Narrative & Assessment: We have multiple users and the netting will reduce the need for field users with cleats to chase balls off the field of play, This item was approved and funded, but not due to reduced activity on the field and storage concerns. With the increased activity, there is a greater need to get re=approval to purchase these items.

Unit Goal: Relocate batting cages

Move batting cages further away from adjacent neighborhood

Unit Goal Status: New

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019

Goal Timeframe: 1-3 years

Goal Priority: Medium

Goal Rationale - Program Review Narrative & Assessment: The neighboring community makes numerous complaints about the noise from the batting cage. This move would relocate the cages farther away and reduce the noise level to the adjacent

PROGRAM REVIEW [i.aca] | Kinesiology

community.

Unit Goal: Replace Windscreens

The windscreens around the football field are in poor condition and need to be replaced

Unit Goal Status: New

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: The windscreens around the stadium field continue to deteriorate. The windscreen provide a barrier to keep the majority of trash and debris off the field. The maintenance cost and risk of students being injured due to foreign objects on the field is greatly reduced.

Unit Goal: Relocate Hammer/Discuss Throw Area

Move hammer throw area

Unit Goal Status: New

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 09/01/2017

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: The 10100 property has been sold by the District, and the hammer throw located on the property needs to be relocated to another area on campus.

Goal Rationale - SLO assessment & reflection: The relocation of the throws area will allow for the continued instruction of the hammer throw and the discuss.

Unit Goal: Baseball seating area

The baseball field needs a level, concrete area from which to put bleachers and a stat/announcer area. This request includes the concrete padding, benches and press/stat area.

Unit Goal Status: New

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: The seating at the baseball field is ADA compliant or is it very patron friendly. Renovations in this area would address safety concerns and meet regulations, and it would be beneficial in increasing the ability to rent the facility. Finally, the baseball field is one of the first things seen when entering campus and aesthetically, it is not very appealing.

Unit Goal: Transportation

Secure safe, reliable team transportation. Transportation needs include 3 12-seat vans and 1 cargo van for equipment, and one cart for on-field transport of injured students and supplies.

Unit Goal Status: New

Unit Goal Active Cycle: 2017-2018, 2018-2019

Unit Goal Start Date: 07/01/2018

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: There are significant transportation demands each year.

Unit Goal: Secure or maintain necessary equipment for athletic contests

Game management equipment and tools

Unit Goal Status: New

PROGRAM REVIEW [i.aca] | Kinesiology

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 07/01/2019

Goal Timeframe: 1-3 years

Goal Priority: Medium

Goal Measurable Objective: Assist in the recruitment and retention of students

Planned Actions and Resource Requests

New - Gym seating (Active)

Planned Action Description: replace bench chairs for basketball games and volleyball matches

What are the expected measurable results of the Action?: attraction, recruitment and retention of students

Planned Initiation Cycle: 2019-2020

Resource Request: Seating in gym for teams is missing, weak and/or deteriorating. The chairs should be replaced before they become a safety hazard.

Primary Contact Person for Resource Request: Ricardo Hooper

Resource Request Status: New

Request Funding Type: One Time

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 4500

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Discipline: KIN Athletics

New - Scorer's table (Active)

Planned Action Description: Scorers table that can accommodate 10-12 people

What are the expected measurable results of the Action?: Increased ability to inform people attending the games

Planned Initiation Cycle: 2019-2020

Resource Request: With the additional mandated seating for the opposing team statisticians and a computer generated statistician, there is a need for additional space at basketball games. The new scorer's table should also allow for revenue generation through panel advertising.

Primary Contact Person for Resource Request: Ricardo Hooper

Resource Request Status: New

Request Funding Type: One Time

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 4000

New - Court runners (Active)

Planned Action Description: Purchase court runners

What are the expected measurable results of the Action?: Reduced maintenance and repair

Planned Initiation Cycle: 2019-2020

Resource Request: Court runners are designed to protect the court and the chairs for damaging each other. The barrier between the two will help protect the court surface and provide a cushion to reduce the stress on the chairs.

Primary Contact Person for Resource Request: Ricardo Hooper

Resource Request Status: New

Request Funding Type: One Time

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

PROGRAM REVIEW [i.aca] | Kinesiology

TOTAL COST ESTIMATE: 1800

Unit Goal: Provide Kinesiology Equipment addition, and Supplies.

Kinesiology Equipment - The proper maintenance of equipment and inclusion of updated equipment will provide the Kinesiology Faculty with the opportunity to provide students with the expected level of classes.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 06/01/2019

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: The current exercising equipment found in the department has been suffering from continuous use, and poor maintenance. In addition, the department has not experienced an update on equipment for the last 10, or more, years. There is a considerable number of machines non-operational, which often times may put students and staff under the risk of injuries.

With the new technology available, those areas are in urgent need of adding new equipment, which will improve the development of the current classes, and possibly, on the development of new classes customized to specific populations, such as geriatrics and individuals with physical challenges. Which can increase the enrollment of students.

Goal Measurable Objective: Increase on enrollment.

Planned Actions and Resource Requests

New - Provide Kinesiology Equipment addition, and Supplies. (Active)

Planned Action Description: Kinesiology Equipment - The proper maintenance of equipment and inclusion of updated equipment will provide the Kinesiology Faculty with the opportunity to provide students with the expected level of classes.

What are the expected measurable results of the Action?: Increase enrollment in classes.

Planned Initiation Cycle: 2018-2019

Resource Request: The current exercising equipment found in the department has been suffering from continuous use, and poor maintenance. In addition, the department has not experienced an update on equipment for the last 10, or more, years. There is a considerable number of machines non-operational, which often times may put students and staff under the risk of injuries. Currently, the department is in need of:

2- new elliptical machines.

1- rowing machine.

2- new and updated ab machines.

1- sound system.

1- SMARTfit Trainer (Vertical, wall-mounted system, master controller, SMARTfit software license, sound system, ball kit, access to online program library, video channel, operations manual, 18-month warranty).

4- Y-Balance Test Kit (The Y Balance Test Kit™ is a thoroughly researched, yet easy way to test a person's risk for injury as well as demonstrate functional symmetry. The Y Balance Test Protocol™ was developed through years of research in lower extremity injury prevention using the Star Excursion Balance Test, which was developed from a test originally described by Gary Gray. This new device and protocol is highly accurate and can be used for measuring pre and post rehabilitation performance, improvement after performance enhancement programs, dynamic balance for fitness programs, and return to sport readiness).

1- Mr. Plain Skeleton (An anatomically correct full model of the human skeleton, each bone is cast individually with all details and in a natural color. Whenever possible, natural movement of the joints has been retained. The skull contains a full set of teeth and is dissectible into three parts with the mandible on springs. Additionally, the calvarium is sectioned to permit the study of the cranial vault. Mr. Plain Skeleton makes an excellent teaching model for kinesiology and athletic students).

1- First Aid & CPR Book (The American Academy of Orthopedic Surgeons First Aid and CPR Guide is an excellent resource for action at common emergencies. This guide is excellent for teaching purposes and to be used as a reference. Made for both personal and professional purposes).

6- Resusci Anne QCPR AED with ShockLink - torso manikin.

6- Trainers Table.

1- Universal Bloodborne Pathogens Poster.

PROGRAM REVIEW [i.aca] | Kinesiology

With the new technology available, those areas are in urgent need of adding new equipment, which will improve the development of the current classes, and possibly, on the development of new classes customized to specific populations, such as geriatrics and individuals with physical challenges. Which can increase the enrollment of students.

Primary Contact Person for Resource Request: Carlos Sermeño.

Resource Request Status: New

Request Funding Type: One Time

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: \$53,313.00

EMPLOYEE REQUEST - Faculty: NO

FACULTY REQUEST - Is the required hypothetical fall & spring semester work load sheet attached?: NO

EMPLOYEE REQUEST - Classified: NO

EMPLOYEE REQUEST - Unclassified: NO

NONSALARY REQUEST - Facilities: NO

NONSALARY REQUEST - Technology: NO

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: 2- new elliptical machines.

1- rowing machine.

2- new and updated ab machines.

1- sound system.

1- SMARTfit Trainer (Vertical, wall-mounted system, master controller, SMARTfit software license, sound system, ball kit, access to online program library, video channel, operations manual, 18-month warranty).

4- Y-Balance Test Kit (The Y Balance Test Kit™ is a thoroughly researched, yet easy way to test a person's risk for injury as well as demonstrate functional symmetry. The Y Balance Test Protocol™ was developed through years of research in lower extremity injury prevention using the Star Excursion Balance Test, which was developed from a test originally described by Gary Gray. This new device and protocol is highly accurate and can be used for measuring pre and post rehabilitation performance, improvement after performance enhancement programs, dynamic balance for fitness programs, and return to sport readiness).

1- Mr. Plain Skeleton (An anatomically correct full model of the human skeleton, each bone is cast individually with all details and in a natural color. Whenever possible, natural movement of the joints has been retained. The skull contains a full set of teeth and is dissectible into three parts with the mandible on springs. Additionally, the calvarium is sectioned to permit the study of the cranial vault. Mr. Plain Skeleton makes an excellent teaching model for kinesiology and athletic students).

1- First Aid & CPR Book (The American Academy of Orthopedic Surgeons First Aid and CPR Guide is an excellent resource for action at common emergencies. This guide is excellent for teaching purposes and to be used as a reference. Made for both personal and professional purposes).

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1- Universal Bloodborne Pathogens Poster.

NONSALARY REQUEST - Equipment/ Supplies Cost: 53313

Source of Cost Estimate - Has supporting documentation been attached?: NO

ADDITIONAL COMMENTS - Further Justification for the Resource Request: Department can provide documentation regarding the cost.

Unit Goal: Equipment Needed for Pool (Aquatic Classes).

The Kinesiology Aquatic Classes are in urgent need of equipment/supplies required for the classes. The pool area lacks of all types of equipment necessary to provide the correct exercising required in the courses. Aquatic classes could increase enrollment if Instructor were able to improve the classes having the correct supplies.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 06/01/2019

PROGRAM REVIEW [i.aca] | Kinesiology

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: The aquatic classes, in the Kinesiology Department, have the possibility to increase enrollment if faculty could provide classes with the minimum equipment required. Currently, there is an urgent need of Hand Buoys, Hand Buoy Racks, Noodles, Noodles Rack, Hand Web Gloves, Kick Boards, Kick Board Racks, Deck Mats, Matt Racks, Pace clocks, Wall Towel holders, among others.

For the last years, Instructors have been teaching the classes based on improvisation, which often times demotivate students. Having the correct equipment, the quality and expectations of the classes will improve, which can potentially increase enrollment.

The department is formed of highly qualified faculty that can develop specific classes to individual suffering of systemic conditions, such as cardiovascular diseases and diabetes, geriatric populations, individuals with physical challenges, individuals with learning challenges, among others.

Goal Measurable Objective: Student enrollment increase.

Planned Actions and Resource Requests

New - Equipment Needed for Pool (Aquatic Classes). (Active)

Planned Action Description: The Kinesiology Aquatic Classes are in urgent need of equipment/supplies required for the classes. The pool area lacks of all types of equipment necessary to provide the correct exercising required in the courses. Aquatic classes could increase enrollment if Instructor were able to improve the classes having the correct supplies.

What are the expected measurable results of the Action?: Increase enrollment.

Planned Initiation Cycle: 2019-2020

Resource Request: The aquatic classes, in the Kinesiology Department, have the possibility to increase enrollment if faculty could provide classes with the minimum equipment required. Currently, there is an urgent need of Hand Buoys, Hand Buoy Racks, Noodles, Noodles Rack, Hand Web Gloves, Kick Boards, Kick Board Racks, Deck Mats, Matt Racks, Pace clocks, Wall Towel holders, among others.

For the last years, Instructors have been teaching the classes based on improvisation, which often times demotivate students. Having the correct equipment, the quality and expectations of the classes will improve, which can potentially increase enrollment.

The department is formed of highly qualified faculty that can develop specific classes to individual suffering of systemic conditions, such as cardiovascular diseases and diabetes, geriatric populations, individuals with physical challenges, individuals with learning challenges, among others.

Primary Contact Person for Resource Request: Carlos Sermeño

Resource Request Status: New

Request Funding Type: One Time

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

EMPLOYEE REQUEST - Faculty: NO

FACULTY REQUEST - Is the required hypothetical fall & spring semester work load sheet attached?: NO

EMPLOYEE REQUEST - Classified: NO

EMPLOYEE REQUEST - Unclassified: NO

NONSALARY REQUEST - Facilities: NO

NONSALARY REQUEST - Technology: NO

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: Hand Buoys - 24 sets (3 sizes- s, m, l)

Noodles - 24 individual Adult sizes

Hand Web Gloves - 24 sets One size fits all

Kick Boards - 24 individual Adult sizes

Deck Mats - 24 individual

Matt Rack - 2 individual

Floor mats - 20

PROGRAM REVIEW [i.aca] | Kinesiology

Pace Clock/Digital - 1 individual
8 digits for multiple timer/stop watch use
Hand Buoy Rack - holds 24 buoys
Noodle Rack - 2 (holds 12 noodles)
Kick Board Rack - 1 (holds 20+ boards)

NONSALARY REQUEST - Equipment/ Supplies Cost: 6674

Source of Cost Estimate - Has supporting documentation been attached?: NO

ADDITIONAL COMMENTS - Further Justification for the Resource Request: Documentation on the cost of equipment can be provided.

Unit Goal: Kinesiology Equipment Maintenance

Exercising equipment requires periodic maintenance in order to extend the longevity and safety.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 06/01/2019

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: The Kinesiology Department has an extensive number of equipment required to the classes. This equipment is shared with athletics. Through the years, this equipment has lacked of proper maintenance, which has lead to the non-functioning of many of the machines, or improvised repairs by the instructors. The equipment requires periodic maintenance, at the end of each semester, which will improve safety and longevity of the equipment, which in the long term will be cost-effective.

Planned Actions and Resource Requests

New - Kinesiology Equipment Maintenance (Active)

Planned Action Description: The Kinesiology Department has an extensive number of equipment required to the classes. This equipment is shared with athletics. Through the years, this equipment has lacked of proper maintenance, which has lead to the non-functioning of many of the machines, or improvised repairs by the instructors.

The equipment requires periodic maintenance, at the end of each semester, which will improve safety and longevity of the equipment, which in the long term will be cost-effective.

What are the expected measurable results of the Action?: Safety in the exercising areas for the students and staff, and extending the longevity of the equipment (saving money replacing equipment or risking injuries to students and staff).

Planned Initiation Cycle: 2018-2019

Resource Request: At the end of each semester, all the department equipment requires a maintenance check-up, which includes lubrication of the machinery, safety inspection, replacement of worn parts, repairs, and possibly, the funds could assist on equipment replacement.

Currently, WLAC has a contract with THE DUMBBELL MAN FITNESS EQUIPMENT, company that provides the services.

Primary Contact Person for Resource Request: Carlos Sermeño.

Resource Request Status: New

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES

If yes, please cite the requirement details: The equipment is composed of heavy machinery, which if it is not properly maintained, can possibly be a cause of injuries to students and staff members. Equipment must be functioning properly, and with the proper maintenance.

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

EMPLOYEE REQUEST - Faculty: NO

FACULTY REQUEST - Compliance with Mandates: No

PROGRAM REVIEW [i.aca] | Kinesiology

EMPLOYEE REQUEST - Classified: NO

EMPLOYEE REQUEST - Unclassified: NO

NONSALARY REQUEST - Facilities: NO

NONSALARY REQUEST - Technology: NO

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: Equipment maintenance.

NONSALARY REQUEST - Equipment/ Supplies Cost: 8000

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] | Language Arts: Communication Studies

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete

Completion Status 2017-2018 Cycle: Program Review 2017-18 Validation Complete

Completion Status 2018-2019 Cycle: Program Review 2018-2019 Complete ready for Validation

Unit Goal: Update AA and ADT Degrees (EMP Objective 3.1.1 Create and promote roadmaps for all degrees and certificates and align class scheduling with them.)

Communication Studies will update and align the AA and ADT to allow students more course options to increase degree completion

Unit Goal Status: Completed

Unit Goal Active Cycle: 2018-2019, 2019-2020

Unit Goal Start Date: 03/18/2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Currently, the AA and ADT degrees offered have limited available courses, which impact students' ability to complete the degrees in a timely manner.

Goal Rationale - SLO assessment & reflection: Based on our current SLO assessments, students are generally achieving competency in course SLOs. Therefore, we would like to have more students complete our AA and ADT degrees.

Goal Measurable Objective: We will assess AA and ADT completion rates after the new curriculum is approved.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2019-2020

03/05/2020

Status of Progress: Complete

Communication Studies has updated our AA and ADT degrees. First, we have expanded the approved electives for both degrees that are relevant to the program to give students more opportunities to complete the degree and also to emphasize the interdisciplinary connection between communication studies and other disciplines. In addition, we have aligned both degrees to make it easier for students to stack their educational achievements. Last, we have created a new class which was only offered by our sister colleges: Communication and New Media and added this class to both our degrees.

Unit Plan UPDATE TYPE: Update to Unit Goal

For Resource Requests: Status of Previous Request: Not Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: N/A

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Planned Actions and Resource Requests

In Progress - Update communication studies curriculum (Active)

Planned Action Description: We will be updating our AA and ADT degrees.

What are the expected measurable results of the Action?: We are expecting to increase the amount of AA and ADT degrees awarded.

PROGRAM REVIEW [i.aca] | Language Arts: Communication Studies

Planned Initiation Cycle: 2018-2019

Resource Request: N/A

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2019-2020

03/05/2020

Status of Progress: Complete

We updated our AA and ADT degrees and also updated all communication studie course outline of records.

Unit Plan UPDATE TYPE: Update to Unit Goal

For Resource Requests: Status of Previous Request: Not Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: N/A

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.1.1 Refine and/or develop and implement effective programs and services to improve the performance eof targeted groups of historically lower-achieving students (.e.g, ACE)

EDUCATIONAL MASTER PLAN - Strategic Objectives 3.1.1 - 3.4.2

EMP OBJECTIVE - EMP Objective 3.1.1 Create and promote roadmaps for all degrees and certificates and align class scheduling with them.

Unit Goal: Improve Instructor Technology (EMP 2.4 Enhance and maintain facilities and technology to promote effective teaching and learning)

This EMP goal directly links to resource requests for increased technology, equipment and facilities and supports the division's student success initiatives: CommLab will feature computers to help students improve their oral communication skills.

Unit Goal Status: Completed

Unit Goal Active Cycle: 2018-2019, 2019-2020

Unit Goal Start Date: 03/18/2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: At West Los Angeles College, we strive to provide a transformative educational experience. The communication studies department is transforming the ways in which we teach communication studies courses, such as public speaking, interpersonal communication and small group communication online. Online communication courses are in high demand and we would like to update our technology to support our students in online classes. According to a recent Online Education Initiative (OEI) presentation, online communication studies courses are the most sought out class within OEI participating schools. To meet this demand, we are requesting technology to support online teaching and learning.

West fosters a diverse learning community dedicated to student success. One way to increase student success is to improve the evaluation process especially for teaching presentation and meta-cognitive skills. Through quality instruction and with supportive technology, we hope to better serve our students.

PROGRAM REVIEW [i.aca] | Language Arts: Communication Studies

The two full-time communication studies faculty are requesting two extra computer screens for a dual-screen in-office computer setup to be able to watch recorded speeches and view student outlines simultaneously. In addition, this technology would be helpful when creating new online course content, grading and transitioning to OER materials. Our goal is offer a communication zero-cost degree and having more technology to help us create OER materials will support this goal. A zero-cost degree will help support student equity and disproportionate student impacts by lowering the textbook costs not only for communication studies majors, but also for students who take our courses for general education requirements.

Goal Rationale - SLO assessment & reflection: Communication Studies 101 Student Learning Outcome

Prepare and deliver a well-paced 5-8 minute persuasive speech with appropriate eye contact and volume and 2-4 credible sources

Locate appropriate sources and cite them correctly in a speech

Comm studies classes focus on effective communication. In many instances, students must master the “delivery” aspect of communication. For example, in Comm 101, the SLOs specifically address this. Presentation delivery is much more than simply reading text-based content out loud. It is about eye contact, energy, volume, speaking clearly, and connecting with the audience. Many students find this challenging. But we note that especially for our college’s demographic, speech delivery is a huge hurdle. This is the reason for requesting an additional computer screen for our office. By having two screen, we are able to watch the student presentations in full screen mode. which will allow us to see them more clearly, evaluate the presentations more effectively, and offer more feedback because the second computer screen will allows us to make notes in our online rubrics more efficiently. And, will be able to more effectively measure student learning outcomes.

Based on SLO dialogue during our assessment cycle in Fall 2018, full-time faculty discussed challenges that we face while grading speeches online and identified that having an extra screen will allow us to improve the grading process.

Goal Measurable Objective: We will measure this objective by evaluating our qualitative speech feedback, student success rates, and SLO outcomes.

Planned Actions and Resource Requests

New - Improve Instructor Technology (EMP 2.4 Enhance and maintain facilities and technology to promote effective teaching and learning) (Active)

Planned Action Description: At West Los Angeles College, we strive to provide a transformative educational experience. The communication studies department is transforming the ways in which we teach communication studies courses, such as public speaking, interpersonal communication and small group communication online. Online communication courses are in high demand and we would like to update our technology to support our students in online classes. According to a recent Online Education Initiative (OEI) presentation, online communication studies courses are the most sought out class within OEI participating schools. To meet this demand, we are requesting technology to support online teaching and learning.

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What are the expected measurable results of the Action?: Receiving these screen will allow us to offer more immediate feedback to students. We will measure this objective by evaluating our qualitative speech feedback, student success rates, and SLO outcomes.

PROGRAM REVIEW [i.aca] | Language Arts: Communication Studies

Communication Studies 101 Student Learning Outcome

Prepare and deliver a well-paced 5-8 minute persuasive speech with appropriate eye contact and volume and 2-4 credible sources

Locate appropriate sources and cite them correctly in a speech

Comm studies classes focus on effective communication. In many instances, students must master the “delivery” aspect of communication. For example, in Comm 101, the SLOs specifically address this. Presentation delivery is much more than simply reading text-based content out loud. It is about eye contact, energy, volume, speaking clearly, and connecting with the audience. Many students find this challenging. But we note that especially for our college’s demographic, speech delivery is a huge hurdle. This is the reason for requesting an additional computer screen for our office. By having two screens, we are able to watch the student presentations in full screen mode. which will allow us to see them more clearly, evaluate the presentations more effectively, and offer more feedback because the second computer screen will allow us to make notes in our online rubrics more efficiently. And, will be able to more effectively measure student learning outcomes.

Based on SLO dialogue during our assessment cycle in Fall 2018, full-time faculty discussed challenges that we face while grading speeches online and identified that having an extra screen will allow us to improve the grading process.

Planned Initiation Cycle: 2018-2019

Resource Request: We are requesting two computer screens.

Primary Contact Person for Resource Request: Anthony Cuomo

Resource Request Status: New

Request Funding Type: One Time

Extended Description for Complex Requests: N/A

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES

If yes, please cite the requirement details: Dual screen are more ergonomically healthy for long term online speech and outline grading

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: \$300-\$500 total

EMPLOYEE REQUEST - Faculty: NO

NONSALARY REQUEST - Technology: YES

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: We request two additional computer screens to support online grading.

NONSALARY REQUEST - Technology Cost: \$300-\$500

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2019-2020

03/05/2020

Status of Progress: Complete

We have received two computer screens for full-time faculty. They have been installed. We are now using them to update our online courses and make improvements to the ways in which we grade online.

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Fully Funded

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.2.2 Implement learner-centered teaching strategies on which faculty have been trained.

PROGRAM REVIEW [i.aca] | Language Arts: Communication Studies

EMP Objective 1.4.1 Establish an exemplary professional learning program.

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.1.1 Improve the frequency and quality of dialogue about SLO/SAO assessment and improvement within programs, disciplines, divisions and the Academic Senate.

EMP Objective 2.1.2 Apply the results of SLO/SAO assessment and dialogue to the ongoing improvement of the curriculum and services.

EMP Objective 2.2.4 Engage students systematically in evaluating and improving the learning environment and their learning experiences.

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] | Language Arts: English

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete

Completion Status 2017-2018 Cycle: Program Review 2017-18 Validation Complete

Unit Goal: Increase transfer-level coursework in English within a one-year timeframe.

- 1) Within 3 years, increase transfer-level completion rate for African-American and Latino students by 50%.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019, 2019-2020

Unit Goal Start Date: 02/21/2018

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: With our accelerated English pathway, the discipline has made some progress with getting students successfully through English 101. Now that English 100 had been phased out, and English 72 is being offered to support students through English 101, we expect to see an even more marked and sustained increase in student achievement.

Goal Rationale - SLO assessment & reflection: AB 705 and the Student Centered Funding formula compels the college to support students in successfully completing English 101 within one year of enrollment in any college-level math or English class.

Goal Measurable Objective: African-American and Latino students will successfully complete English 101 within two semesters of enrolling in any English composition class.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

04/12/2019

Status of Progress: Some Progress Made

This goal is very conservative in light of AB 705 and the new funding formula.

Unit Plan UPDATE TYPE: Update to Unit Goal

Modifications

Modification: I'm not sure of the baseline, but this goal is clearly too conservative now. (04/12/2019)

Modification Type: Change to Unit Goal

Planned Actions and Resource Requests

In Progress - Expand Professional Learning in high-impact, research-based teaching strategies (Active)

Planned Action Description: Several gaps exist within the discipline's professional development opportunities. The English discipline is proactively phasing out its accelerated remedial course, English 100. As a result, all part-time and full-time faculty need to be trained in pedagogy, which includes redesigning the curriculum, addressing affective needs, and incorporating low-stake collaborative practice so that students have the best chance to be successful and move forward with their educational goals. Several English faculty members have been trained by the California Acceleration Project, but many have not, and faculty training must be ongoing, especially in light of AB 705 and the Student-Centered funding formula's focus on students' English completion.

PROGRAM REVIEW [i.aca] | Language Arts: English

All English and ESL faculty members—including part-time instructors—would benefit from further training in Reading Apprenticeship, Habits of Mind, Growth Mindset, and Culturally Responsive Teaching and Learning to be the most effective teachers we can be. These professional learning programs ensure that instructors are using research-based, best practices in their face-to-face and online classrooms, offering students the transformative experience that enriches their academic and personal lives.

What are the expected measurable results of the Action?: As instructors become more adept at incorporating these high-impact strategies, success rates in their classes will rise.

Planned Initiation Cycle: 2019-2020

Resource Request: An ongoing professional development budget for for events targeting English instructors.

Primary Contact Person for Resource Request: Clare Norris-Bell and Leslie Tejada

Resource Request Status: Continuing

Request Funding Type: On-going

TOTAL COST ESTIMATE: \$2500

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

04/12/2019

Status of Progress: Some Progress Made

In light of AB 705 Implementation, this goal is more important than ever. This remains a high priority for all members of the division.

Unit Plan UPDATE TYPE: Update to Planned Action

Modifications

Modification: We will no longer offer English 100 starting in Fall 2019. Our focus will be on supporting students in completing English 101 on their first try. We will offer English 72, a support course and support faculty members with professional development opportunities and maintain a strong connection with the college Writing Lab and support tutor training. (04/12/2019)

Resource Request in Program Review: Yes

Modification Type: Change to Unit Goal

New - Expand Professional Learning targeting part-time instructors (Active)

Planned Action Description: The California Community College's State Chancellor's office has prioritized professional learning for faculty by designing a Professional Learning Network in the last several years, and in 2015, the ASCCC started its own Professional Development College for faculty members. West's Student Success Committee has also prioritized professional learning for faculty members and other West employees since its inception in 2011.

In Spring 2019 West employs 23 part time English instructors who have limited access to professional learning opportunities although, this semester, they teach more than half of our sections. Professional Learning accessible to part-time instructors is an unmet need. Our part-time colleagues deserve high quality support with instructional strategies that will benefit students, especially in light of the changes we anticipate as we implement AB 705. We know some colleges offer special evening and weekend academies for part-time instructors that include guest speakers and relevant breakout sessions. We plan to start with a Fall mixer one evening during Professional Development week in the evening to give our adjunct instructors an opportunity to connect with our full time faculty members and with each other, and we would like to survey our part-time colleagues to assess their availability during the semester for professional learning. Then, in Fall 2019 we would like to offer at least two specific professional learning events targeting adjunct instructors specifically. This might be useful to implement college-wide.

What are the expected measurable results of the Action?: Part-time instructors in English will feel more connected to West, enabling them to better support at-risk students in their classes. In addition, they will learn new high-impact, research-based teaching strategies that will result in increased student achievement in their classes.

Planned Initiation Cycle: 2019-2020

Resource Request: \$2500

PROGRAM REVIEW [i.aca] | Language Arts: English

Primary Contact Person for Resource Request: Clare Norris-Bell and Leslie Tejada

Resource Request Status: Continuing

Request Funding Type: On-going

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

04/12/2019

Status of Progress: Some Progress Made

This remains a high priority of English faculty members.

Unit Plan UPDATE TYPE: Update to Planned Action

New - Expand tutor hours in the Writing Lab (Active)

Planned Action Description: EMP 1.1, "Improve student achievement, both overall and among historically lower-achieving groups"

EMP 3.2.2, "Enhance services to improve the retention and success rates of Black/African-American and Hispanic/Latino students"

The Writing Lab tutors have shown a consistent, positive impact on success and retention rates for Eng. 21, 28, and 101 for students who came to tutoring between Fall 2012 and Spring 2016.

There was an average increase of 26% for success and 15% for retention for Eng. 21 students who attended tutoring during that time period.

There was an average increase of 24% in success and 15% for retention for Eng. 28 students.

There was a 20% increase in success and a 13% increase in retention for Eng. 101 students.

For Eng. 21 African-American students who used tutoring, the success rate averaged a 25% increase and the retention rate, a 13% increase.

For Eng. 21 Hispanic and Latino students, the success rate averaged a 15% increase, the retention rate, 11%.

For Eng. 28 African-American students, the success rate averaged a 30% increase, the retention rate, 20%.

For Eng. 28 Hispanic and Latino students, the success rate averaged a 21% increase, the retention rate, 11%.

For Eng. 101 African-American students, the success rate averaged a 23% increase, the retention rate, 14%.

For Eng. 101 Hispanic and Latino students, the success rate averaged a 22% increase, the retention rate, 12%.

The Language Arts budget for Writing Lab tutors is only \$16,000 a year; however, actual costs have exceeded \$65,000 a year. Grant funding has led to hiring more tutors and/or assigning more hours (6 days a week on campus, evenings and weekends covered by online tutors) on duty to increase tutor availability to students. It is time for the college to commit to funding tutoring in writing with a stable budget sufficient to support the needs of the students the Writing Lab serves.

What are the expected measurable results of the Action?: Grant funding has led to hiring more tutors and/or assigning more hours (6 days a week on campus, evenings and weekends covered by online tutors) on duty to increase tutor availability to students. That increase in availability has resulted in an increase in student success.

Planned Initiation Cycle: 2018-2019

PROGRAM REVIEW [i.aca] | Language Arts: English

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

04/12/2019

Status of Progress: No Progress Made

This and maintaining a connection with the Writing Lab remain a high priority for all English faculty members.

Unit Plan UPDATE TYPE: Update to Planned Action

New - Enhance English faculty collaboration with West's Learning Center (Active)

Planned Action Description: Since its inception in 2011, West's Student Success Committee has expressed its commitment to offering high quality learning support services to students. That includes high-quality tutoring services, so the English faculty members have determined that one way to ensure that we offer effective, high-quality tutoring in the Writing Lab, is to make sure the lab is more connected to other campus learning support services and to related decisions being made on campus. Thus, we plan to create a 0.25 faculty assignment to oversee and Writing Lab and support the training of the Writing Lab tutors. this faculty member would also serve as a liaison between the Center and the Language Arts division. An English faculty member will also help to familiarize Learning Center staff with AB 705 support efforts.

What are the expected measurable results of the Action?: Tutors will receive professional development in high-impact teaching strategies and the connection between the Writing Lab and English faculty will be strengthened, resulting in increased English course completion rates. This action would lead to an increase in the number of students enrolled in English classes utilizing tutoring services.

Planned Initiation Cycle: 2018-2019

Resource Request: We request a .25 assignment for an English instructor to work in West's Writing Lab mentoring tutors and supporting tutor training.

Primary Contact Person for Resource Request: Clare Norris-Bell and Chase Selby

Resource Request Status: New

Request Funding Type: On-going

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

04/12/2019

Status of Progress: No Progress Made

This remains a priority. The new Learning Center director has expressed an interest in this action as well.

Unit Plan UPDATE TYPE: Update to Planned Action

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

New - Hire one full-time faculty member in English (Active)

Planned Action Description: To insure continuing progress toward achieving goal 1.1 of the Ed Master Plan, hiring one tenure-track faculty member in English will add high-value instructional expertise, especially in response to AB 705.

What are the expected measurable results of the Action?: Hiring one tenure-track faculty member in English will add high-value instructional expertise, especially in our expended English 101 offerings in response to AB 705 and the Student-Centered funding formula.

Planned Initiation Cycle: 2019-2020

Resource Request: One full-time faculty member in English

Primary Contact Person for Resource Request: Clare Norris-Bell

Resource Request Status: Continuing

Request Funding Type: On-going

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

04/12/2019

PROGRAM REVIEW [i.aca] | Language Arts: English

Status of Progress: No Progress Made

We submitted an FPIP application in Fall 2018, but the English position was not high enough on the priority list to be filled. This remains a priority.

Unit Plan UPDATE TYPE: Update to Planned Action

New - Provide Canvas training in the division tailored to the needs of Language Arts faculty. (Active)

Planned Action Description: To preserve the progress our campus has made in providing both online courses and courses enhanced by course management systems, it is essential to encourage all faculty to migrate from Etudes to Canvas and acquire the proper certification. The use of course management tools provide students with support and structure for the successful completion of all English classes, but with support for Etudes ending at the end of spring, any faculty who do not migrate will be unable to provide that support. Several full-time and part-time instructors in Language Arts are not yet trained in Canvas, and a session targeting our division will facilitate the transition.

What are the expected measurable results of the Action?: All Language Arts faculty will be Canvas-trained.

Planned Initiation Cycle: 2016-2017

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

04/12/2019

Status of Progress: Complete

Every full time and almost every part time English instructor is now Canvas trained.

Unit Plan UPDATE TYPE: Update to Planned Action

In Progress - Provide Embedded Tutors in all English 101 classes. (Active)

Planned Action Description: In anticipation of AB 705 and the Student Centered Funding Formula, West English faculty members are eager to offer students additional support for completing English 101 successfully on their first attempt. Embedded tutoring is a model implemented at several sister colleges that we would like to adopt at West. to increase student success.

What are the expected measurable results of the Action?: Embedded tutors placed in every English 101 class would increase successful course completion of English 101.

Planned Initiation Cycle: 2019-2020

Resource Request: Funding for embedded tutors in every English 101 class. (Approximately 30 sections)

Primary Contact Person for Resource Request: Clare Norris-Bell and Chase Selby

Resource Request Status: Changed

Request Funding Type: On-going

EMPLOYEE REQUEST - Unclassified: YES

UNCLASSIFIED REQUEST - Assignment: Student Worker

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

04/12/2019

Status of Progress: No Progress Made

The updated language we would use is this: Provide embedded tutors in every English 101 class.

Unit Plan UPDATE TYPE: Update to Planned Action

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: The updated language we would use is this: Provide embedded tutors in every English 101 class. (04/12/2019)

Resource Request in Program Review: Yes

PROGRAM REVIEW [i.aca] | Language Arts: English

Modification Type: Change to Planned Action

What modification is needed?: The updated language we would use is this: Provide embedded tutors in every English 101 class.

Why is this modification needed?: We are no longer offering English 100, The embedded tutoring model has been embraced on campus in place of the Supplemental Instruction model.

New - Lower composition class caps to 25 students. (Active)

Planned Action Description: In light of AB 705 implementation and the expectation that students complete college-level English in their first year, align West Los Angeles College with colleges across the nation by lowering our composition class caps to 25 students. Instructors will be able to better connect with students and meet their needs with fewer students in each class.

What are the expected measurable results of the Action?: English 101 retention and course completion rates will increase with lower class caps.

Planned Initiation Cycle: 2019-2020

Resource Request: Increase composition section offerings by 1/3 in order to lower class caps to 25 and still respond to student demand for composition classes.

Primary Contact Person for Resource Request: Clare Norris-Bell

Resource Request Status: New

Request Funding Type: On-going

New - Embedded Counselor in Language Arts (Active)

Planned Action Description: The Language Arts division chair would work with the Academic Affairs dean and the dean of counseling to identify a counseling faculty member to embed in the Language Arts area to primarily serve students taking Language Arts classes.

What are the expected measurable results of the Action?: Increased transfer-level English coursework completion within a one-year timeframe. Appropriate placement into paired English 72 and 101 classes, appropriate and accurate advisement for students petitioning for course substitutions. Appropriate and accurate advisement for students taking English classes to fulfill degree and transfer requirements. Increased program completion rates and transfer rates.

Planned Initiation Cycle: 2019-2020

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.1.1 Refine and/or develop and implement effective programs and services to improve the performance of targeted groups of historically lower-achieving students (e.g., ACE)

EMP Objective 1.1.3 Complete development of the Student Equity Plan and implement it.

EMP Objective 1.1.6 Develop and implement an accelerated pathway through the English sequence.

EMP Objective 1.2.1 Offer and incentivize ongoing training in proven, effective learner-centered teaching strategies (e.g., RA, FELI).

EMP Objective 1.2.2 Implement learner-centered teaching strategies on which faculty have been trained.

EMP Objective 1.3.1 Facilitate training on ethical and affective development, and apply the resulting knowledge to all student populations (e.g., RA, FELI, Habits of Mind).

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.1.1 Improve the frequency and quality of dialogue about SLO/SAO assessment and improvement within programs, disciplines, divisions and the Academic Senate.

PROGRAM REVIEW [i.aca] | Language Arts: English

EMP Objective 2.1.2 Apply the results of SLO/SAO assessment and dialogue to the ongoing improvement of the curriculum and services.

EMP Objective 2.4.3 Expand the use of up-to-date technology for teaching and learning.

EDUCATIONAL MASTER PLAN - Strategic Objectives 3.1.1 - 3.4.2

EMP OBJECTIVE - EMP Objective 3.2.2 Enhance services to improve the retention and success rates of Black/African American and Hispanic/Latino students.

EMP OBJECTIVE - EMP Objective 3.2.4 Identify critical milestones for student success based on research, monitor progress of at-risk students through those milestones, and initiate supportive action as needed.

EDUCATIONAL MASTER PLAN - Strategic Objectives 5.1.1 - 5.2.1

EMP OBJECTIVE - EMP Objective 5.2.1 Open students to global issues through curriculum and co-curricular activities.

Unit Goal: Innovative, high-impact, research-based strategies

1) Increase the percentage of English faculty who use innovative, high-impact, research-based teaching strategies to 75%.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019, 2019-2020

Unit Goal Start Date: 03/10/2017

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: There are many student-centered teaching strategies faculty can incorporate to improve student learning. There has been research showing several of these strategies to be high-impact. As more faculty (full- and part-time) learn these strategies, students will be more successful at achieving the desired outcomes, and at completing courses and degrees.

Goal Rationale - SLO assessment & reflection: Since these will help all classes, any SLO in any class will be addressed.

Goal Measurable Objective: 75% of English faculty (full-time and adjunct) will adopt at least one innovative, high-impact, research-based teaching strategy, such as Reading Apprenticeship, Habits of Mind, Growth Mindset, Just-in-Time Remediation, Flipped Classroom,

Planned Actions and Resource Requests

Technology - Updated PCs for English faculty members whose PCs have passed the expiration date (Active)

Planned Action Description: Replace PCs in GC280M and GC 210F with new PCs.

What are the expected measurable results of the Action?: Every English faculty member will have an updated PC to use in his/her college office to participate in college activities and to support students..

Planned Initiation Cycle: 2019-2020

Resource Request: Two new PCs in GC280M and GC 210F.

Primary Contact Person for Resource Request: Clare Norris-Bell and Katherine Boutry

Resource Request Status: New

Request Funding Type: One Time

NONSALARY REQUEST - Technology: YES

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: 2 PCs for faculty

NONSALARY REQUEST - Technology Cost: \$3,000

https://studentlaccd-my.sharepoint.com/:b:/g/personal/norrisct_laccd_edu/ETCLB6dsVbRAvbBCbwE7F-0BjPj5ProGORlr7DtmqdaCQ?e=0cYLNy

Source of Cost Estimate - Has supporting documentation been attached?: YES

PROGRAM REVIEW [i.aca] | Language Arts: English

Multiple Categories - SuperSmart Classroom with full technology for documenting pedagogy (Active)

Planned Action Description: A super smart classroom enables capturing and disseminating pedagogical initiatives such as: Reading Apprenticeship, Accelerated Learning, Paired Courses, Habits of Mind/Growth Mindset, Collaborative Learning Communities, BYOD-Bring your own device, integrating technology into enhanced strategies for more effective teaching and learning.

Changed - Create a mobile computer lab (Active)

Planned Action Description: Most of our English courses require that our students conduct research and compose essays using computers, and with the switch to Canvas, instructors are increasingly requiring digital submission of said essays. As Pamela Takayoshi and Brian Huot argue in *Teaching Writing with Computers: An Introduction*, college composition students produce stronger and more clearly articulated work when they have regular access to and instruction using computers (8-10). The personal experience of our faculty members who have taught elsewhere as well as considerable research shows that composition and reading students benefit from being able to use networked computers in the classroom.

Further, it is very difficult for a room of 40 students to get online simultaneously through our wireless services. This type of collaborative learning is now becoming increasingly critical to digital literacy development for our students and faculty. We need more effective wireless service for students and staff to fully access the internet for classroom and pedagogical collaboration in classrooms and in meeting rooms. For these reasons, the English faculty desperately needs to have a mobile computer lab to facilitate reading and composition-intensive courses.

Why is a mobile computer lab an essential component in English composition and reading instruction?

- Most of our students live in a computer-mediated world, so they are familiar with computers and enjoy working with text on the computer screen;
- Some of our students don't have access to computers elsewhere, so they need to learn to use the resources others take for granted;
- Computers can serve as a tool to create a more equitable classroom atmosphere;
- Computer-mediated instruction provides students the opportunity to use various types of intelligences, including visual and auditory as well as verbal;
- In a computerized classroom, both the typically non-verbal and the outspoken student have the same opportunity to "speak up" in writing, and research documents the importance of this inclusion and participation;
- A computerized classroom creates opportunities for writing-rich collaboration;
- In the reading classroom, interactive software programs allow students to practice and improve upon the hierarchical reading our media-rich environment requires;
- Issues of academic integrity have become more pressing than ever, and the best way to teach the evaluation and documentation of sources is to model these skills;
- Many instructors are including open-source texts as a way to offset textbook costs, but students need to have access to these texts in class for close reading activities, etc.
- A networked computerized classroom will allow for real-time conferencing for online classroom discussions, giving students practice articulating their thoughts in writing while participating in discussions.
- A mobile computer lab is more cost-effective and versatile than a stationary computer lab.

Bibliography

Anderson, Daniel, et al. "Integrating Multimodality into Composition Curricula: Survey Methodology and Results from a CCCC Research Grant." *Composition Studies* 34 (2006): 59 – 84.

Drabinski, Emily, J. Elizabeth Clark, and Sarah T. Roberts. "Shaped or Shaping? The Role for Radical Teachers in Teaching with Technology." *Radical Teacher* 90 (2011): 3-8.

Provenzo, Eugene R., Arlene Brett, and Gary N. McCloskey. *Computers, Curriculum, and Cultural Change: An Introduction for Teachers*. Routledge, 2005.

Sidler, Michelle, Richard Morris, and Elizabeth Overman Smith, editors. *Computers in the*

PROGRAM REVIEW [i.aca] | Language Arts: English

Composition Classroom: A Critical Sourcebook. Bedford/St. Martin's, 2007.

Takayoshi, Pamela, and Brian Huot. Teaching Writing with Computers: An Introduction. Houghton Mifflin, 2002.

Wilson, Joel. "Somaesthetics, Composition, and the Ritual of Writing." Pedagogy 15.1 (2015): 173-82.

What are the expected measurable results of the Action?: More students will have access to technology in the classroom

Instructors will be able to provide individualized instruction

Students will receive immediate feedback

Student achievement will increase

Planned Initiation Cycle: 2019-2020

Resource Request: Supplies for at least one mobile computer lab

Primary Contact Person for Resource Request: Clare Norris-Bell

Resource Request Status: Continuing

Request Funding Type: One Time

Extended Description for Complex Requests: 45 Chromebooks with cables for charging stored in a locked rolling cart

TOTAL COST ESTIMATE: 13,000

NONSALARY REQUEST - Technology: YES

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: Chromebooks, Approximately \$250/unit. =\$11,250

Cart for moving, storage and charging-need 3 for 45 or more devices

\$509 x 3=\$1,527

This resource request supports all four unit goals:

* Increase the basic skills completion rate for African-American and Latino students to 75% within three semesters of enrolling in any English composition class

* Increase successful course completion rates for all English classes by 5% each year for the next three years

* Increase the number of AA-T degrees awarded in English to 15

* Increase the percentage of faculty who use innovative, high-impact, research-based teaching strategies to 75%

It also supports the following EMP goals and objectives:

EMP 1.1--"Improve student achievement, both overall and among historically lower-achieving groups"

EMP 1.2--"Create a culture in which faculty develop and apply expertise in proven, effective learner-centered teaching strategies"

EMP 2.4.3--"Expand the use of up-to-date technology for teaching and learning"

Why is a mobile computer lab an essential component in English composition and reading instruction?

• Most of our students live in a computer-mediated world, so they are familiar with computers and enjoy working with text on the computer screen;

• Some of our students don't have access to computers elsewhere, so they need to learn to use the resources others take for granted;

• Computers can serve as a tool to create a more equitable classroom atmosphere;

• Computer-mediated instruction provides students the opportunity to use various types of intelligences, including visual and auditory as well as verbal;

• In a computerized classroom, both the typically non-verbal and the outspoken student have the same opportunity to "speak up" in writing, and research documents the importance of this inclusion and participation;

• A computerized classroom creates opportunities for writing-rich collaboration;

• In the reading classroom, interactive software programs allow students to practice and improve upon the hierarchical reading our media-rich environment requires;

• Issues of academic integrity have become more pressing than ever, and the best way to teach the evaluation and documentation of sources is to model these skills;

• Many instructors are including open-source texts as a way to offset textbook costs, but students need to have access to these texts in class for close reading activities, etc.

• A networked computerized classroom will allow for real-time conferencing for online classroom discussions, giving

PROGRAM REVIEW [i.aca] | Language Arts: English

students practice articulating their thoughts in writing while participating in discussions.

- A mobile computer lab is more cost-effective and versatile than a stationary computer lab.

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Sidler, Michelle, Richard Morris, and Elizabeth Overman Smith, editors. *Computers in the Composition Classroom: A Critical Sourcebook*. Bedford/St. Martin's, 2007.

Takayoshi, Pamela, and Brian Huot. *Teaching Writing with Computers: An Introduction*. Houghton Mifflin, 2002.

Wilson, Joel. "Somaesthetics, Composition, and the Ritual of Writing." *Pedagogy* 15.1 (2015): 173-82.

NONSALARY REQUEST - Technology Cost: \$13,000

New - Create flexible classroom space (Active)

Planned Action Description: EMP 2.4 Enhance and maintain facilities and technology to promote effective teaching and learning.

EMP 2.4.1 Ensure that modifications of facilities optimize flexibility of use and build in appropriate technologies.

Peer Reviewed Literature:

- o Educational Infrastructure limits use of learner-centered teaching methods (Beichner & Saul, 2003; Oblinger, 2005).
- o Brain research shows that physical activity can improve the learning process. (Fordyce & Wehner, 1993).

Articles on Flexible Classroom Space:

<http://www.edweek.org/ew/articles/2014/01/21/19el-rotation-side.h33.html>

<http://tenntlc.utk.edu/studio-classrooms/>

<https://www.edutopia.org/practice/flexible-classrooms-providing-learning-environment-kids-need>

Article on Brain learning better from physical activity: <https://www.nemours.org/content/dam/nemours/www/filebox/service/preventive/nhps/pep/braininmind.pdf>

Description

Currently, it is very difficult for a room of 40 students to do group activities that are central to the learner-centered pedagogies more and more of us are using, not just in English classes, but in language classes as well.

For example, in Holly's class, we do a Gallery Walk activity, in which students make posters representing their articles and then walk each other around in small groups to view these posters, is extremely difficult to do in a class with 40 desks. We have to step over and climb over desks, which is a safety hazard.

In another class, we make a timeline on posters on the back classroom wall. Students cluster in groups and collaborate to create the timeline. This also involves climbing over, and/or, pushing back desks.

PROGRAM REVIEW [i.aca] | Language Arts: English

Flexible use space would allow faculty and staff to facilitate better collaboration in our meetings as well, if the room is available.

What are the expected measurable results of the Action?: Increased student engagement, leading to increased student achievement

Increased numbers of faculty using high-impact, research-based teaching strategies

Planned Initiation Cycle: 2019-2020

Resource Request: Collaborative desks, rolling chairs, and 360-degree dry erase boards (boards all around the room)

Primary Contact Person for Resource Request: Clare Norris-Bell

Resource Request Status: New

Request Funding Type: One Time

Extended Description for Complex Requests: Collaborative desks(\$6,000), rolling chairs (\$4,000), 360-degree dry erase boards (boards all around the room) (\$850)

<https://www.officedepot.com/a/products/646988/Marco-Group-Apex-Apex-Mobile-Stack/>

<https://www.officedepot.com/a/products/8195493/U-Brands-Dry-Erase-Whiteboard-Melamine/>

https://www.schooloutfitters.com/catalog/product_info/pfam_id/PFAM47279/products_id/PRO62200?sc_cid=Google_LNT-INM1031-SO&adtype=pla&kw=&CAWELAID=320012570000042237&CAGPSPN=pla&CAAGID=96326032746&CATCI=pla-785665529691&gclid=CjwKCAjwsMzzBRACEiwAx4ILG-ihqcTuQp744S5bGWwMj_BvJqCDyegBWs87lc4sINbZhx6UcbVLhoCDxsQAvD_BwE

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: Collaborative desks(\$6,000), rolling chairs (\$4,000), 360-degree dry erase boards (boards all around the room) (\$850)

<https://www.officedepot.com/a/products/646988/Marco-Group-Apex-Apex-Mobile-Stack/>

<https://www.officedepot.com/a/products/8195493/U-Brands-Dry-Erase-Whiteboard-Melamine/>

https://www.schooloutfitters.com/catalog/product_info/pfam_id/PFAM47279/products_id/PRO62200?sc_cid=Google_LNT-INM1031-SO&adtype=pla&kw=&CAWELAID=320012570000042237&CAGPSPN=pla&CAAGID=96326032746&CATCI=pla-785665529691&gclid=CjwKCAjwsMzzBRACEiwAx4ILG-ihqcTuQp744S5bGWwMj_BvJqCDyegBWs87lc4sINbZhx6UcbVLhoCDxsQAvD_BwE

NONSALARY REQUEST - Equipment/ Supplies Cost: 10850

New - Expand Professional Learning in high-impact, research-based teaching strategies (Active)

Planned Action Description: Several gaps exist within the discipline's professional development opportunities. The English discipline is proactively phasing out its remedial courses, English 21 and English 28. These classes will be replaced with accelerated English, English 100. As a result, all part-time and full-time faculty need to be trained in this new pedagogy, which includes redesigning the curriculum, addressing affective needs, and incorporating low-stake collaborative practice so that students have the best chance to be successful and move forward with their educational goals. Because the California Acceleration Project is now charging approximately \$1,500 to attend their community of practice, it makes more fiscal sense to bring acceleration training in house by funding a coordinator who will hold ongoing workshops in accelerated pedagogy. However, a core team does need to touch base with CAP by attending its annual conference to keep up with new accelerated best practices. In Spring 2017, a team of Language Arts faculty lost the opportunity to learn from other colleges when they did not receive funding to attend CAP's first annual conference. It is imperative to the success of English 100 that a team goes next year.

Additionally, all Language Arts faculty—including part-time instructors—would benefit from further training in Reading Apprenticeship, Habits of Mind, Growth Mindset, and Culturally Responsive Teaching to be the most effective teachers we can be. These professional learning programs ensure that instructors are using research-based, best practices in their classrooms, giving students the transformative experience that enriches their academic and personal lives.

What are the expected measurable results of the Action?: As instructors become more adept at incorporating these high-impact strategies, success rates in their classes will rise.

Planned Initiation Cycle: 2016-2017

PROGRAM REVIEW [i.aca] | Language Arts: English

New - Expand Professional Learning targeting part-time instructors (Active)

Planned Action Description: The California Community College's State Chancellor's office has prioritized professional learning for faculty by designing a Professional Learning Network in the last several years, and in 2015, the ASCCC started its own Professional Development College for faculty members. West's Student Success Committee has also prioritized professional learning for faculty members and other West employees since its inception in 2011.

West employs 24 part time English instructors who have limited access to professional learning opportunities although, his semester, they teach a little over half of our sections (39/73). Professional Learning accessible to part-time instructors is an unmet need. Our part-time colleagues deserve high quality support with instructional strategies that will benefit students. We know some colleges offer special evening and weekend academies for part-time instructors that include guest speakers and relevant breakout sessions. We plan to start with a Fall mixer one evening during Professional Development week in the evening to give our adjunct instructors an opportunity to connect with our full time faculty members and with each other, and we would like to survey our part-time colleagues to assess their availability during the semester for professional learning. Then, in Spring 2018 we would like to offer at least two specific professional learning events targeting adjunct instructors specifically. This might be useful to implement college-wide.

What are the expected measurable results of the Action?: Part-time instructors in English will feel more connected to West, enabling them to better support at-risk students in their classes. In addition, they will learn new high-impact, research-based teaching strategies that will result in increased student achievement in their classes.

Planned Initiation Cycle: 2016-2017

New - Offer another Five-Day Experiential Learning Institute (FELI) at West and continue exploration of offering the Academy for College Excellence (ACE) to West students. (Active)

Planned Action Description: West has offered the Five-Day Experiential Learning Institute (FELI) delivered by the Academy for College Excellence program twice in the last four years. West's FELI graduates reported feeling more a part of the community at West and using the strategies to address students' affective domain in our classes. Of our eleven full-time English instructors, only three are FELI graduates, and only one of the current part time instructors have taken the FELI. We would like to offer the FELI again at West for faculty professional development and to continue exploring offering the Academy for College excellence to our students.

What are the expected measurable results of the Action?: Offering another FELI at West will

- Contribute to faculty members feeling more a part of the West community,
- Give faculty members access to multiple strategies proven to address students' affective needs and increase student completion rates
- Give us a chance to continue exploring offering the Academy for College excellence to our students.

Planned Initiation Cycle: 2016-2017

New - Provide Canvas training in the division tailored to the needs of Language Arts faculty. (Active)

Planned Action Description: To preserve the progress our campus has made in providing both online courses and courses enhanced by course management systems, it is essential to encourage all faculty to migrate from Etudes to Canvas and acquire the proper certification. The use of course management tools provide students with support and structure for the successful completion of all English classes, but with support for Etudes ending at the end of spring, any faculty who do not migrate will be unable to provide that support. Several full-time and part-time instructors in Language Arts are not yet trained in Canvas, and a session targeting our division will facilitate the transition.

What are the expected measurable results of the Action?: All Language Arts faculty will be Canvas-trained.

Planned Initiation Cycle: 2016-2017

PROGRAM REVIEW [i.aca] | Language Arts: English

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1
EMP Objective 1.1.1 Refine and/or develop and implement effective programs and services to improve the performance of targeted groups of historically lower-achieving students (.e.g, ACE)
EMP Objective 1.1.6 Develop and implement an accelerated pathway through the English sequence.
EMP Objective 1.2.1 Offer and incentivize ongoing training in proven, effective learner-centered teaching strategies (e.g., RA, FELI).
EMP Objective 1.2.2 Implement learner-centered teaching strategies on which faculty have been trained.
EMP Objective 1.2.3 Facilitate forums for dialogue on newly developed and implemented learning/teaching strategies.
EMP Objective 1.3.1 Facilitate training on ethical and affective development, and apply the resulting knowledge to all student populations (e.g., RA, FELI, Habits of Mind).
EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4
EMP Objective 2.1.1 Improve the frequency and quality of dialogue about SLO/SAO assessment and improvement within programs, disciplines, divisions and the Academic Senate.
EMP Objective 2.1.2 Apply the results of SLO/SAO assessment and dialogue to the ongoing improvement of the curriculum and services.
EMP Objective 2.2.4 Engage students systematically in evaluating and improving the learning environment and their learning experiences.
EMP Objective 2.4.1 Ensure that modifications of facilities optimize flexibility of use and build in appropriate technologies.
EMP Objective 2.4.3 Expand the use of up-to-date technology for teaching and learning.
EMP Objective 2.4.4 Promote student engagement in campus life through creation and/or enhancement of inviting spaces.
EDUCATIONAL MASTER PLAN - Strategic Objectives 3.1.1 - 3.4.2
EMP OBJECTIVE - EMP Objective 3.2.2 Enhance services to improve the retention and success rates of Black/African American and Hispanic/Latino students.
EDUCATIONAL MASTER PLAN - Strategic Objectives 4.1.1 - 4.3.1
EMP OBJECTIVE - EMP Objective 4.1.1 Design and implement an initiative to systematically raise the proportion of faculty, staff, students and administrators involved in committees and leadership activities.
EDUCATIONAL MASTER PLAN - Strategic Objectives 5.1.1 - 5.2.1
EMP OBJECTIVE - EMP Objective 5.2.1 Open students to global issues through curriculum and co-curricular activities.

Unit Goal: Increase Successful Course Completion Rates in All English Classes

Increase successful course completion rates for all English classes by 5% each year for the next three years.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019, 2019-2020

Unit Goal Start Date: 03/10/2017

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: The discipline-wide course success rate hovers around the Institution Set Standard. We know that if we achieve our goals of increasing the percentage of faculty who use high-impact, research-based strategies and of increasing the percentage of underrepresented students who complete the basic skills

PROGRAM REVIEW [i.aca] | Language Arts: English

sequence within three semesters, our success rates in all courses will go up.

Goal Rationale - SLO assessment & reflection: All

Goal Measurable Objective: The successful course completion rate for all English classes will increase by 5% each year for three years.

Planned Actions and Resource Requests

Changed - Create a mobile computer lab (Active)

Planned Action Description: Most of our English courses require that our students conduct research and compose essays using computers, and with the switch to Canvas, instructors are increasingly requiring digital submission of said essays. As Pamela Takayoshi and Brian Huot argue in *Teaching Writing with Computers: An Introduction*, college composition students produce stronger and more clearly articulated work when they have regular access to and instruction using computers (8-10). The personal experience of our faculty members who have taught elsewhere as well as considerable research shows that composition and reading students benefit from being able to use networked computers in the classroom.

Further, it is very difficult for a room of 40 students to get online simultaneously through our wireless services. This type of collaborative learning is now becoming increasingly critical to digital literacy development for our students and faculty. We need more effective wireless service for students and staff to fully access the internet for classroom and pedagogical collaboration in classrooms and in meeting rooms. For these reasons, the English faculty desperately needs to have a mobile computer lab to facilitate reading and composition-intensive courses.

Why is a mobile computer lab an essential component in English composition and reading instruction?

- Most of our students live in a computer-mediated world, so they are familiar with computers and enjoy working with text on the computer screen;
- Some of our students don't have access to computers elsewhere, so they need to learn to use the resources others take for granted;
- Computers can serve as a tool to create a more equitable classroom atmosphere;
- Computer-mediated instruction provides students the opportunity to use various types of intelligences, including visual and auditory as well as verbal;
- In a computerized classroom, both the typically non-verbal and the outspoken student have the same opportunity to "speak up" in writing, and research documents the importance of this inclusion and participation;
- A computerized classroom creates opportunities for writing-rich collaboration;
- In the reading classroom, interactive software programs allow students to practice and improve upon the hierarchical reading our media-rich environment requires;
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- A mobile computer lab is more cost-effective and versatile than a stationary computer lab.

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PROGRAM REVIEW [i.aca] | Language Arts: English

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Wilson, Joel. "Somaesthetics, Composition, and the Ritual of Writing." Pedagogy 15.1 (2015): 173-82.

What are the expected measurable results of the Action?: More students will have access to technology in the classroom
Instructors will be able to provide individualized instruction
Students will receive immediate feedback
Student achievement will increase

Planned Initiation Cycle: 2016-2017

New - Create flexible classroom space (Active)

Planned Action Description: EMP 2.4 Enhance and maintain facilities and technology to promote effective teaching and learning.

EMP 2.4.1 Ensure that modifications of facilities optimize flexibility of use and build in appropriate technologies.

Peer Reviewed Literature:

- o Educational Infrastructure limits use of learner-centered teaching methods (Beichner & Saul, 2003; Oblinger, 2005).
- o Brain research shows that physical activity can improve the learning process. (Fordyce & Wehner, 1993).

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<https://www.edutopia.org/practice/flexible-classrooms-providing-learning-environment-kids-need>

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Description

Currently, it is very difficult for a room of 40 students to do group activities that are central to the learner-centered pedagogies more and more of us are using, not just in English classes, but in language classes as well.

For example, in Holly's class, we do a Gallery Walk activity, in which students make posters representing their articles and then walk each other around in small groups to view these posters, is extremely difficult to do in a class with 40 desks. We have to step over and climb over desks, which is a safety hazard.

In another class, we make a timeline on posters on the back classroom wall. Students cluster in groups and collaborate to create the timeline. This also involves climbing over, and/or, pushing back desks.

Flexible use space would allow faculty and staff to facilitate better collaboration in our meetings as well, if the room is available.

PROGRAM REVIEW [i.aca] | Language Arts: English

What are the expected measurable results of the Action?: Increased student engagement, leading to increased student achievement

Increased numbers of faculty using high-impact, research-based teaching strategies

Planned Initiation Cycle: 2016-2017

In Progress - Expand Professional Learning in high-impact, research-based teaching strategies (Active)

Planned Action Description: Several gaps exist within the discipline's professional development opportunities. The English discipline is proactively phasing out its remedial courses, English 21 and English 28. These classes will be replaced with accelerated English, English 100. As a result, all part-time and full-time faculty need to be trained in this new pedagogy, which includes redesigning the curriculum, addressing affective needs, and incorporating low-stake collaborative practice so that students have the best chance to be successful and move forward with their educational goals. Because the California Acceleration Project is now charging approximately \$1,500 to attend their community of practice, it makes more fiscal sense to bring acceleration training in house by funding a coordinator who will hold ongoing workshops in accelerated pedagogy. However, a core team does need to touch base with CAP by attending its annual conference to keep up with new accelerated best practices. In Spring 2017, a team of Language Arts faculty lost the opportunity to learn from other colleges when they did not receive funding to attend CAP's first annual conference. It is imperative to the success of English 100 that a team goes next year.

Additionally, all Language Arts faculty—including part-time instructors—would benefit from further training in Reading Apprenticeship, Habits of Mind, Growth Mindset, and Culturally Responsive Teaching to be the most effective teachers we can be. These professional learning programs ensure that instructors are using research-based, best practices in their classrooms, giving students the transformative experience that enriches their academic and personal lives.

What are the expected measurable results of the Action?: As instructors become more adept at incorporating these high-impact strategies, success rates in their classes will rise.

Planned Initiation Cycle: 2017-2018

In Progress - Expand Professional Learning targeting part-time instructors (Active)

Planned Action Description: The California Community College's State Chancellor's office has prioritized professional learning for faculty by designing a Professional Learning Network in the last several years, and in 2015, the ASCCC started its own Professional Development College for faculty members. West's Student Success Committee has also prioritized professional learning for faculty members and other West employees since its inception in 2011.

West employs 24 part time English instructors who have limited access to professional learning opportunities although, his semester, they teach a little over half of our sections (39/73). Professional Learning accessible to part-time instructors is an unmet need. Our part-time colleagues deserve high quality support with instructional strategies that will benefit students. We know some colleges offer special evening and weekend academies for part-time instructors that include guest speakers and relevant breakout sessions. We plan to start with a Fall mixer one evening during Professional Development week in the evening to give our adjunct instructors an opportunity to connect with our full time faculty members and with each other, and we would like to survey our part-time colleagues to assess their availability during the semester for professional learning. Then, in Spring 2018 we would like to offer at least two specific professional learning events targeting adjunct instructors specifically. This might be useful to implement college-wide.

What are the expected measurable results of the Action?: Part-time instructors in English will feel more connected to West, enabling them to better support at-risk students in their classes. In addition, they will learn new high-impact, research-based teaching strategies that will result in increased student achievement in their classes.

Planned Initiation Cycle: 2017-2018

PROGRAM REVIEW [i.aca] | Language Arts: English

New - Expand tutor hours in the Writing Lab (Active)

Planned Action Description: EMP 1.1, "Improve student achievement, both overall and among historically lower-achieving groups"

EMP 3.2.2, "Enhance services to improve the retention and success rates of Black/African-American and Hispanic/Latino students"

The Writing Lab tutors have shown a consistent, positive impact on success and retention rates for Eng. 21, 28, and 101 for students who came to tutoring between Fall 2012 and Spring 2016.

There was an average increase of 26% for success and 15% for retention for Eng. 21 students who attended tutoring during that time period.

There was an average increase of 24% in success and 15% for retention for Eng. 28 students.

There was a 20% increase in success and a 13% increase in retention for Eng. 101 students.

For Eng. 21 African-American students who used tutoring, the success rate averaged a 25% increase and the retention rate, a 13% increase.

For Eng. 21 Hispanic and Latino students, the success rate averaged a 15% increase, the retention rate, 11%.

For Eng. 28 African-American students, the success rate averaged a 30% increase, the retention rate, 20%.

For Eng. 28 Hispanic and Latino students, the success rate averaged a 21% increase, the retention rate, 11%.

For Eng. 101 African-American students, the success rate averaged a 23% increase, the retention rate, 14%.

For Eng. 101 Hispanic and Latino students, the success rate averaged a 22% increase, the retention rate, 12%.

The Language Arts budget for Writing Lab tutors is only \$16,000 a year; however, actual costs have exceeded \$65,000 a year. Grant funding has led to hiring more tutors and/or assigning more hours (6 days a week on campus, evenings and weekends covered by online tutors) on duty to increase tutor availability to students. It is time for the college to commit to funding tutoring in writing with a stable budget sufficient to support the needs of the students the Writing Lab serves.

What are the expected measurable results of the Action?: Grant funding has led to hiring more tutors and/or assigning more hours (6 days a week on campus, evenings and weekends covered by online tutors) on duty to increase tutor availability to students. That increase in availability has resulted in an increase in student success.

Planned Initiation Cycle: 2016-2017

New - Faculty assignment for overseeing the Writing Lab and training tutors (Active)

Planned Action Description: Since its inception in 2011, West's Student Success Committee has expressed its commitment to offering high quality learning support services to students. That includes high-quality tutoring services, so the English faculty members have determined that the best way to ensure that we are offer high-quality tutoring in the Writing Lab, is to make sure the lab is more connected to other campus learning support services and to related decisions being made on campus. Thus, we plan to create a 0.25 faculty assignment to oversee and Writing Lab and train the Writing Lab tutors.

What are the expected measurable results of the Action?: Tutors will receive professional development in high-impact teaching strategies and the connection between the Writing Lab and English faculty will be strengthened, resulting in increased English course completion rates and increased developmental English sequence completion rates.

Planned Initiation Cycle: 2018-2019

PROGRAM REVIEW [i.aca] | Language Arts: English

New - Hire one full-time faculty member in English (Active)

Planned Action Description: To insure continuing progress toward achieving goal 1.1 of the Ed Master Plan, hiring one tenure-track faculty member in English will add high-value instructional expertise, especially in foundation skills courses.

What are the expected measurable results of the Action?: Hiring one tenure-track faculty member in English will add high-value instructional expertise, especially in foundation skills courses.

Planned Initiation Cycle: 2016-2017

New - Offer another Five-Day Experiential Learning Institute (FELI) at West and continue exploration of offering the Academy for College Excellence (ACE) to West students. (Active)

Planned Action Description: West has offered the Five-Day Experiential Learning Institute (FELI) delivered by the Academy for College Excellence program twice in the last four years. West's FELI graduates reported feeling more a part of the community at West and using the strategies to address students' affective domain in our classes. Of our eleven full-time English instructors, only three are FELI graduates, and only one of the current part time instructors have taken the FELI. We would like to offer the FELI again at West for faculty professional development and to continue exploring offering the Academy for College excellence to our students.

What are the expected measurable results of the Action?: Offering another FELI at West will

- Contribute to faculty members feeling more a part of the West community,
- Give faculty members access to multiple strategies proven to address students' affective needs and increase student completion rates
- Give us a chance to continue exploring offering the Academy for College excellence to our students.

Planned Initiation Cycle: 2016-2017

Completed - Provide Canvas training in the division tailored to the needs of Language Arts faculty. (Active)

Planned Action Description: To preserve the progress our campus has made in providing both online courses and courses enhanced by course management systems, it is essential to encourage all faculty to migrate from Etudes to Canvas and acquire the proper certification. The use of course management tools provide students with support and structure for the successful completion of all English classes, but with support for Etudes ending at the end of spring, any faculty who do not migrate will be unable to provide that support. Several full-time and part-time instructors in Language Arts are not yet trained in Canvas, and a session targeting our division will facilitate the transition.

What are the expected measurable results of the Action?: All Language Arts faculty will be Canvas-trained.

Planned Initiation Cycle: 2016-2017

New - Provide Supplemental Instruction Leaders in all English 100 classes. (Active)

Planned Action Description: West's Accelerated English program was conceived in 2014 in collaboration with West's Supplemental Instruction program. Research shows that students who attend Supplemental Instruction sessions are more successful than their counterparts who do not, and West's SI Leaders in English 100 have been instrumental in the student achievement gains already realized. As the two programs have grown in subsequent years, every English 100 class has not necessarily been staffed with an SI Leader. We plan to uphold the integrity of both programs and make sure every English 100 class is staffed with an SI Leader.

What are the expected measurable results of the Action?: Research shows that students who attend Supplemental Instruction sessions are more successful than their counterparts who do not, and West's SI Leaders in English 100 have been instrumental in the student achievement gains already realized. Ensuring adequate staffing so that every English 100 class has an embedded SI Leader will result in more underrepresented students completing the English basic skills

PROGRAM REVIEW [i.aca] | Language Arts: English

sequence more quickly.

Planned Initiation Cycle: 2016-2017

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1
EMP Objective 1.1.1 Refine and/or develop and implement effective programs and services to improve the performance of targeted groups of historically lower-achieving students (.e.g, ACE)
EMP Objective 1.1.7 Establish College-wide targets for each of the measures in the institution-set standards for student achievement, and monitor improvement.
EMP Objective 1.2.1 Offer and incentivize ongoing training in proven, effective learner-centered teaching strategies (e.g., RA, FELI).
EMP Objective 1.2.2 Implement learner-centered teaching strategies on which faculty have been trained.
EMP Objective 1.2.3 Facilitate forums for dialogue on newly developed and implemented learning/teaching strategies.
EMP Objective 1.3.1 Facilitate training on ethical and affective development, and apply the resulting knowledge to all student populations (e.g., RA, FELI, Habits of Mind).
EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4
EMP Objective 2.1.1 Improve the frequency and quality of dialogue about SLO/SAO assessment and improvement within programs, disciplines, divisions and the Academic Senate.
EMP Objective 2.1.2 Apply the results of SLO/SAO assessment and dialogue to the ongoing improvement of the curriculum and services.
EMP Objective 2.4.3 Expand the use of up-to-date technology for teaching and learning.
EDUCATIONAL MASTER PLAN - Strategic Objectives 3.1.1 - 3.4.2
EMP OBJECTIVE - EMP Objective 3.2.2 Enhance services to improve the retention and success rates of Black/African American and Hispanic/Latino students.
EMP OBJECTIVE - EMP Objective 3.2.4 Identify critical milestones for student success based on research, monitor progress of at-risk students through those milestones, and initiate supportive action as needed.
EDUCATIONAL MASTER PLAN - Strategic Objectives 5.1.1 - 5.2.1
EMP OBJECTIVE - EMP Objective 5.2.1 Open students to global issues through curriculum and co-curricular activities.

Unit Goal: Increase the number of AA-T degrees awarded

Increase the number of AA-T degrees in English awarded annually to 15.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019, 2019-2020

Unit Goal Start Date: 03/10/2017

Goal Timeframe: 1-3 years

Goal Priority: Medium

Goal Rationale - Program Review Narrative & Assessment: While there is a steady of cadre of about 25 students taking advanced English literature courses, only seven students graduated with an English degree in 2016. Our stretch goal is 15.

Goal Rationale - SLO assessment & reflection: The SLO assessment results of all 200-level English courses

Goal Measurable Objective: By Spring 2019 and thereafter, at least 15 students will graduate with an AA-T in English annually.

PROGRAM REVIEW [i.aca] | Language Arts: English

New - Align division processes with the unit goal (Active)

Planned Action Description: The Program Student Learning Outcomes are in need of revision, as they do not accurately reflect what students will achieve. The English discipline has begun the process of revising the PSLOs so they are meaningful and measurable.

In addition, the discipline implemented a rotation of literature classes so that classes are scheduled in a manner that allows all full-time students--day, evening, and online--to complete the degree requirements within two years no matter when they enter. However, this rotation has not always been implemented during the galley process. All full-time faculty will assist the chair in ensuring that the galleys accurately reflect the literature rotation each semester.

What are the expected measurable results of the Action?: The schedule galleys will accurately reflect the rotation of classes agreed to as a discipline. As a result, any full-time student--whether a day student, an evening student, or an online student--can complete the English courses required for an AA-T degree in English within two years of beginning coursework in English.

In addition, the PSLOs will be meaningful and measurable and align with the CSLOs and the ISLOs. The PSLOs will be revised in time for the printing of the 2018-2020 catalog.

Planned Initiation Cycle: 2016-2017

Changed - Create a mobile computer lab (Active)

Planned Action Description: Most of our English courses require that our students conduct research and compose essays using computers, and with the switch to Canvas, instructors are increasingly requiring digital submission of said essays. As Pamela Takayoshi and Brian Huot argue in *Teaching Writing with Computers: An Introduction*, college composition students produce stronger and more clearly articulated work when they have regular access to and instruction using computers (8-10). The personal experience of our faculty members who have taught elsewhere as well as considerable research shows that composition and reading students benefit from being able to use networked computers in the classroom.

Further, it is very difficult for a room of 40 students to get online simultaneously through our wireless services. This type of collaborative learning is now becoming increasingly critical to digital literacy development for our students and faculty. We need more effective wireless service for students and staff to fully access the internet for classroom and pedagogical collaboration in classrooms and in meeting rooms. For these reasons, the English faculty desperately needs to have a mobile computer lab to facilitate reading and composition-intensive courses.

Why is a mobile computer lab an essential component in English composition and reading instruction?

- Most of our students live in a computer-mediated world, so they are familiar with computers and enjoy working with text on the computer screen;
- Some of our students don't have access to computers elsewhere, so they need to learn to use the resources others take for granted;
- Computers can serve as a tool to create a more equitable classroom atmosphere;
- Computer-mediated instruction provides students the opportunity to use various types of intelligences, including visual and auditory as well as verbal;
- In a computerized classroom, both the typically non-verbal and the outspoken student have the same opportunity to "speak up" in writing, and research documents the importance of this inclusion and participation;
- A computerized classroom creates opportunities for writing-rich collaboration;
- In the reading classroom, interactive software programs allow students to practice and improve upon the hierarchical reading our media-rich environment requires;
- Issues of academic integrity have become more pressing than ever, and the best way to teach the evaluation and documentation of sources is to model these skills;
- Many instructors are including open-source texts as a way to offset textbook costs, but students need to have access to these texts in class for close reading activities, etc.
- A networked computerized classroom will allow for real-time conferencing for online classroom discussions,

PROGRAM REVIEW [i.aca] | Language Arts: English

giving students practice articulating their thoughts in writing while participating in discussions.

- A mobile computer lab is more cost-effective and versatile than a stationary computer lab.

Bibliography

Anderson, Daniel, et al. "Integrating Multimodality into Composition Curricula: Survey Methodology and Results from a CCCC Research Grant." *Composition Studies* 34 (2006): 59 – 84.

Drabinski, Emily, J. Elizabeth Clark, and Sarah T. Roberts. "Shaped or Shaping? The Role for Radical Teachers in Teaching with Technology." *Radical Teacher* 90 (2011): 3-8.

Provenzo, Eugene R., Arlene Brett, and Gary N. McCloskey. *Computers, Curriculum, and Cultural Change: An Introduction for Teachers*. Routledge, 2005.

Sidler, Michelle, Richard Morris, and Elizabeth Overman Smith, editors. *Computers in the Composition Classroom: A Critical Sourcebook*. Bedford/St. Martin's, 2007.

Takayoshi, Pamela, and Brian Huot. *Teaching Writing with Computers: An Introduction*. Houghton Mifflin, 2002.

Wilson, Joel. "Somaesthetics, Composition, and the Ritual of Writing." *Pedagogy* 15.1 (2015): 173-82.

What are the expected measurable results of the Action?: More students will have access to technology in the classroom

Instructors will be able to provide individualized instruction

Students will receive immediate feedback

Student achievement will increase

Planned Initiation Cycle: 2016-2017

New - Create flexible classroom space (Active)

Planned Action Description: EMP 2.4 Enhance and maintain facilities and technology to promote effective teaching and learning.

EMP 2.4.1 Ensure that modifications of facilities optimize flexibility of use and build in appropriate technologies.

Peer Reviewed Literature:

o Educational Infrastructure limits use of learner-centered teaching methods (Beichner & Saul, 2003; Oblinger, 2005).

o Brain research shows that physical activity can improve the learning process. (Fordyce & Wehner, 1993).

Articles on Flexible Classroom Space:

<http://www.edweek.org/ew/articles/2014/01/21/19el-rotation-side.h33.html>

<http://tenntlc.utk.edu/studio-classrooms/>

<https://www.edutopia.org/practice/flexible-classrooms-providing-learning-environment-kids-need>

Article on Brain learning better from physical activity: <https://www.nemours.org/content/dam/nemours/www/filebox/service/preventive/nhps/pep/braininmind.pdf>

PROGRAM REVIEW [i.aca] | Language Arts: English

Description

Currently, it is very difficult for a room of 40 students to do group activities that are central to the learner-centered pedagogies more and more of us are using, not just in English classes, but in language classes as well.

For example, in Holly's class, we do a Gallery Walk activity, in which students make posters representing their articles and then walk each other around in small groups to view these posters, is extremely difficult to do in a class with 40 desks. We have to step over and climb over desks, which is a safety hazard.

In another class, we make a timeline on posters on the back classroom wall. Students cluster in groups and collaborate to create the timeline. This also involves climbing over, and/or, pushing back desks.

Flexible use space would allow faculty and staff to facilitate better collaboration in our meetings as well, if the room is available.

What are the expected measurable results of the Action?: Increased student engagement, leading to increased student achievement

Increased numbers of faculty using high-impact, research-based teaching strategies

Planned Initiation Cycle: 2016-2017

New - Discipline Advising and Student Recruitment (Active)

Planned Action Description: Publish Kathy Boutry's contact information in the Schedule of Classes as the designated faculty advisor for English majors so that potential majors have a single point of contact for information related to the English AA-T.

Hold events for English majors (such as bagels and coffee) at the beginning of the Fall and Spring semester.

Host a reception for graduating English majors and their families each year on graduation day.

Encourage all English faculty to include the catalog page listing the English AA-T requirements at the end of their syllabi.

Literature faculty will encourage students interested in pursuing a degree in English to declare English as their major, including providing information to the students on the "guarantees" that come with earning an AA-T.

What are the expected measurable results of the Action?: As more students are made aware of the major and the English degree requirements, they will complete the classes necessary to earn a degree and transfer quickly. Within two years, we anticipate reaching our stretch goal of 15 degrees awarded annually.

Planned Initiation Cycle: 2016-2017

New - Expand tutor hours in the Writing Lab (Active)

Planned Action Description: EMP 1.1, "Improve student achievement, both overall and among historically lower-achieving groups"

EMP 3.2.2, "Enhance services to improve the retention and success rates of Black/African-American and Hispanic/Latino students"

The Writing Lab tutors have shown a consistent, positive impact on success and retention rates for Eng. 21, 28, and 101 for students who came to tutoring between Fall 2012 and Spring 2016.

There was an average increase of 26% for success and 15% for retention for Eng. 21 students who attended tutoring during that time period.

There was an average increase of 24% in success and 15% for retention for Eng. 28 students.

PROGRAM REVIEW [i.aca] | Language Arts: English

There was a 20% increase in success and a 13% increase in retention for Eng. 101 students.

For Eng. 21 African-American students who used tutoring, the success rate averaged a 25% increase and the retention rate, a 13% increase.

For Eng. 21 Hispanic and Latino students, the success rate averaged a 15% increase, the retention rate, 11%.

For Eng. 28 African-American students, the success rate averaged a 30% increase, the retention rate, 20%.

For Eng. 28 Hispanic and Latino students, the success rate averaged a 21% increase, the retention rate, 11%.

For Eng. 101 African-American students, the success rate averaged a 23% increase, the retention rate, 14%.

For Eng. 101 Hispanic and Latino students, the success rate averaged a 22% increase, the retention rate, 12%.

The Language Arts budget for Writing Lab tutors is only \$16,000 a year; however, actual costs have exceeded \$65,000 a year. Grant funding has led to hiring more tutors and/or assigning more hours (6 days a week on campus, evenings and weekends covered by online tutors) on duty to increase tutor availability to students. It is time for the college to commit to funding tutoring in writing with a stable budget sufficient to support the needs of the students the Writing Lab serves.

What are the expected measurable results of the Action?: Grant funding has led to hiring more tutors and/or assigning more hours (6 days a week on campus, evenings and weekends covered by online tutors) on duty to increase tutor availability to students. That increase in availability has resulted in an increase in student success.

Planned Initiation Cycle: 2016-2017

New - Faculty assignment for overseeing the Writing Lab and training tutors (Active)

Planned Action Description: Since its inception in 2011, West's Student Success Committee has expressed its commitment to offering high quality learning support services to students. That includes high-quality tutoring services, so the English faculty members have determined that the best way to ensure that we are offer high-quality tutoring in the Writing Lab, is to make sure the lab is more connected to other campus learning support services and to related decisions being made on campus. Thus, we plan to create a 0.25 faculty assignment to oversee and Writing Lab and train the Writing Lab tutors.

What are the expected measurable results of the Action?: Tutors will receive professional development in high-impact teaching strategies and the connection between the Writing Lab and English faculty will be strengthened, resulting in increased English course completion rates and increased developmental English sequence completion rates.

Planned Initiation Cycle: 2016-2017

New - Hire one full-time faculty member in English (Active)

Planned Action Description: To insure continuing progress toward achieving goal 1.1 of the Ed Master Plan, hiring one tenure-track faculty member in English will add high-value instructional expertise, especially in foundation skills courses.

What are the expected measurable results of the Action?: Hiring one tenure-track faculty member in English will add high-value instructional expertise, especially in foundation skills courses.

Planned Initiation Cycle: 2016-2017

New - Update CORs for 200-level English classes (Active)

PROGRAM REVIEW [i.aca] | Language Arts: English

Planned Initiation Cycle: 2018-2019

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.1.1 Refine and/or develop and implement effective programs and services to improve the performance of targeted groups of historically lower-achieving students (.e.g, ACE)

EMP Objective 1.1.7 Establish College-wide targets for each of the measures in the institution-set standards for student achievement, and monitor improvement.

EMP Objective 1.2.1 Offer and incentivize ongoing training in proven, effective learner-centered teaching strategies (e.g., RA, FELI).

EMP Objective 1.2.2 Implement learner-centered teaching strategies on which faculty have been trained.

EMP Objective 1.2.3 Facilitate forums for dialogue on newly developed and implemented learning/teaching strategies.

EMP Objective 1.3.1 Facilitate training on ethical and affective development, and apply the resulting knowledge to all student populations (e.g., RA, FELI, Habits of Mind).

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.1.1 Improve the frequency and quality of dialogue about SLO/SAO assessment and improvement within programs, disciplines, divisions and the Academic Senate.

EMP Objective 2.1.2 Apply the results of SLO/SAO assessment and dialogue to the ongoing improvement of the curriculum and services.

EMP Objective 2.2.1 Establish and promote a systematic, evidence based process for proposing, developing, implementing, evaluating and sustaining programs.

EMP Objective 2.2.4 Engage students systematically in evaluating and improving the learning environment and their learning experiences.

EMP Objective 2.4.3 Expand the use of up-to-date technology for teaching and learning.

EMP Objective 2.4.4 Promote student engagement in campus life through creation and/or enhancement of inviting spaces.

EDUCATIONAL MASTER PLAN - Strategic Objectives 3.1.1 - 3.4.2

EMP OBJECTIVE - EMP Objective 3.1.1 Create and promote roadmaps for all degrees and certificates and align class scheduling with them.

EMP OBJECTIVE - EMP Objective 3.1.2 Provide access and follow-up services to ensure that students enter and follow the correct pathways until they attain their goals.

EMP OBJECTIVE - EMP Objective 3.2.2 Enhance services to improve the retention and success rates of Black/African American and Hispanic/Latino students.

EMP OBJECTIVE - EMP Objective 3.2.4 Identify critical milestones for student success based on research, monitor progress of at-risk students through those milestones, and initiate supportive action as needed.

EMP OBJECTIVE - EMP Objective 3.4.1 Ensure the accuracy of curriculum-related records and publications.

EDUCATIONAL MASTER PLAN - Strategic Objectives 5.1.1 - 5.2.1

EMP OBJECTIVE - EMP Objective 5.2.1 Open students to global issues through curriculum and co-curricular activities.

PROGRAM REVIEW [i.aca] | Language Arts: English

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] | Language Arts: English as a Second Language (ESL)

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete

Completion Status 2017-2018 Cycle: Program Review 2017-18 Validation Complete

Unit Goal: Increase Enrollment in the ESL Program

Increased awareness of West's ESL program in Los Angeles as well as state wide.

Unit Goal Status: New

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 02/21/2018

Goal Timeframe: 1-3 years

Goal Rationale - Program Review Narrative & Assessment: Since 2011, ESL course offerings have dramatically decreased. The sequential courses cannot be offered regularly, which results in fewer students remaining in the ESL program. Students are choosing to take English classes despite their ability to be successful.

Goal Rationale - SLO assessment & reflection: In order for students to successfully achieve the ESL SLOs, they need to be able to take the ESL courses in order. Therefore, ESL courses need to be offered sequentially each semester.

Goal Measurable Objective: Increase enrollment by 20%.

Planned Actions and Resource Requests

In Progress - Explore opportunities to reach out to market courses to students in California. (Active)

Planned Action Description: West is one of the few colleges to offer ESL transferable online classes. We have been offering these courses for the past seven years. There are new opportunities for enrollment growth given the expansion of outreach efforts. This planned action, therefore, is to collaborate with public relations and non-credit/outreach deans for increased awareness of ESL online and on ground courses.

What are the expected measurable results of the Action?: Increased enrollment

Planned Initiation Cycle: 2017-2018

Unit Goal: Maintaining high quality instruction.

We want to stay current with the newest trends in online pedagogy.

Unit Goal Status: New

Unit Goal Active Cycle: 2017-2018, 2018-2019

Unit Goal Start Date: 02/21/2018

Goal Timeframe: 1-3 years

Goal Rationale - Program Review Narrative & Assessment: In order to maintain our status as one of the innovators of online ESL education, it is important to keep up with the newest pedagogical and technological developments. A digital pen is one device that would be beneficial to an online instructor. It is considered one of the key tech tools for online learning. This tool allows for instructors to give feedback electronically that students are familiar with. It will also dramatically increase grading efficiency and uniformity for instructors.

PROGRAM REVIEW [i.aca] | Language Arts: English as a Second Language (ESL)

Goal Measurable Objective: Increased successful course completion. Increased positive feedback.

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] | Language Arts: Foreign Languages

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete

Completion Status 2017-2018 Cycle: Program Review 2017-18 Validation Complete

Unit Goal: EMP 2.4 Enhance and maintain facilities and technology to promote effective teaching and learning

This EMP goal directly links to resource requests for increased technology, equipment and facilities and supports the division's student success initiatives: Reading Apprenticeship, acceleration, paired courses, Habits of Mind, professional learning activities, meetings.

Unit Goal Status: New

Unit Goal Active Cycle: 2015-2016, 2018-2019

Unit Goal Start Date: 02/01/2017

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Many initiatives integrate collaborative learning on the part of both instructors and students. Keeping abreast of technology as it is changing and developing helps the pedagogy keep up with and anticipate needed enhancements. Doing so optimizes instruction. As of Spring 2019 there have not been any resources allocated to funding our requests, we have not received computers, enhanced Wifi or a Super Smart Classroom.

Goal Rationale - SLO assessment & reflection: Since these will help all classes, any SLO in any class will be addressed.

Goal Measurable Objective: The number of added enhancements, whether laptops or Chrome books, carts, enhanced wiFi, the Super Smart classroom and how these are used to strengthen and support teaching and learning initiatives.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

03/10/2017

Status of Progress: Complete

Two new full time professors of Spanish were hired beginning in the Fall of 2016 in accordance with the Unit Plan of the 2015-2016 year cycle.

Unit Plan UPDATE TYPE: Update to Resource Request

Description and Analysis of Outcome Measures: A search committee was put forth to look for a new Spanish instructor. According to the committee's findings and recommendations, the college was able to hire two full time, tenure-track faculty members.

For Resource Requests: Status of Previous Request: Fully Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: The foreign language faculty are confident that the Spanish program will have significant growth with 3 full time faculty.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Unit Goal: Resources to Increase Student Success

PROGRAM REVIEW [i.aca] | Language Arts: Foreign Languages

EMP 2.4 Master Plan Enhance and Maintain Facilities and Technology to promote effective teaching and learning.

Unit Goal Status: New

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 03/10/2017

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Currently, the Foreign Language Program is in charge of teaching both online and hybrid courses. In order to meet the requirements of Distance Education both Supplies and Equipment are necessary for instructional purposes. Because courses are underway, this is a high priority. In addition, faculty request supplies that facilitate student centered learning strategies.

Online courses require faculty to have constant communication with student via conferences and inbox in the learning management system. Because of this mandate, faculty require up to date equipment and computer software. Currently, office computers are missing webcams and microphone that would allow virtual office hours or teleconferencing one on one appointments. Because the Foreign Language Program teaches languages, one line lessons and exams require the integration of audio and visual activities and assignments. The requested equipment is necessary to facilitate the course.

One other component we propose, is funding for Peer Learning Facilitators/Tutoring. Being able to hire students who have successfully completed Spanish 1 and 2, to then work with students who need further academic support when taking first year Spanish courses at West. This would enhance student success, but also create a community of peer learning on our campus as well.

Goal Rationale - SLO assessment & reflection: The Foreign Language Program is currently under an SLO assessment cycle. Reflection and any possible changes based on SLO reports will be addressed in the next program review.

Goal Measurable Objective: The listed goal is aimed at improving student instruction. By analyzing student success data in the next cycle for the online courses, it will possible to report on the change in student success.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

02/27/2019

Status of Progress: No Progress Made

We have not received resources for technology to increase student success. Originally we had requested, computers, enhanced Wifi, a Super Smart Classroom. These resources are necessary to increase student success given that a high number of our courses are taught online and these resources would also help our face-to-face courses.

Unit Plan UPDATE TYPE: Update to Resource Request

Description and Analysis of Outcome Measures: There is no outcome at this time.

For Resource Requests: Status of Previous Request: Not Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: Receiving these resources is a high priority for our program as previously stated. Increased infrastructure of technology and access to computers will help us increase student success.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Planned Actions and Resource Requests

Student Worker - Staff for Supplemental Instruction and tutoring in the HLRC (Active)

Planned Action Description: Two requests:

- 1) Through the Program Review 2016-2017, one of the areas that was looked at was student success rate. Foreign Language Program request the initiation of funding to begin Supplemental Instruction within the Foreign Language discipline.
- 2) In addition, the foreign language faculty wish to improve the overall success rate of students in the division and

PROGRAM REVIEW [i.aca] | Language Arts: Foreign Languages

therefore are requesting funding to increase the number of both French and Spanish tutors. The rationale is that with an increase in the number of tutors available, and by increasing the number of hours that tutors are available throughout the day, student will be able to have increased number of contact hours in learning the material.

What are the expected measurable results of the Action?: Ana Figueroa and Sandra Ruiz

Resource Request Status: No longer needed

Request Funding Type: On-going

Extended Description for Complex Requests: These is a new request, with a need for ongoing funding. Therefore, cost will depend on availabilities of each program and the actual number of tutors that can be hired and/or the feasibility of Supplemental Instruction to begin during the current calendar year.

TOTAL COST ESTIMATE: Funding is not yet set; Cost will depend on availability and possibility of hiring tutors. In terms of Supplemental Instruction, cost will depend on timeline and program specifications.

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

02/12/2018

Status of Progress: Complete

Tutor was hired in Spring 2017 for Spanish courses. Currently there is a Spanish tutor provided by the HLRC. Also, Net-tutor has been made available to online and on-ground students. Current data shows success rates for Spanish courses is consistent to the college wide data. Therefore, Supplemental instruction is not needed at this time.

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Unknown

For Resource Requests: What is the impact on the program of either receiving or not receiving?: Students will have a tutor to help with course materials.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Unit Goal: Enhance opportunities for student engagement with the discipline

Enhance student engagement with the discipline by providing co-curricular and extra-curricular opportunities around foreign language appreciation and study

Unit Goal Status: New

Unit Goal Active Cycle: 2017-2018, 2018-2019

Unit Goal Start Date: 02/21/2018

Goal Timeframe: More than 3 years

Goal Measurable Objective: Maintenance of steady enrollment and/or enrollment growth in foreign languages. Increased student success in foreign language courses.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

02/27/2019

Status of Progress: No Progress Made

No funding has been allocated to this resource request. Faculty will search for a presenter for Fall 2019, depending on funding availability.

Unit Plan UPDATE TYPE: Update to Resource Request

Description and Analysis of Outcome Measures: No outcome to measure at this time.

For Resource Requests: Status of Previous Request: Not Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: Foreign Language faculty wish to promote the understanding of foreign languages and their cultures, not receiving funding would limit our execution of this

PROGRAM REVIEW [i.aca] | Language Arts: Foreign Languages

goal.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Planned Actions and Resource Requests

New - Ensure students have access to consistently high quality foreign language instruction with accessible instructors (Active)

What are the expected measurable results of the Action?: Continued program growth and increased successful course completion

Planned Initiation Cycle: 2018-2019

Resource Request: Hire a full time Spanish instructor

Primary Contact Person for Resource Request: Clare Norris-Bell

Resource Request Status: Continuing

Request Funding Type: On-going

FACULTY REQUEST - Discipline: Spanish

FACULTY REQUEST - Why is this position needed at this time?: West's Spanish program has grown exponentially in the last few years. An additional full time faculty member will support continued growth.

FACULTY REQUEST - Rationale: Demand: West's Spanish program has grown exponentially in the last few years. An additional full time faculty member will support continued growth.

New - Latinx Speaker Series (Active)

Planned Action Description: West's foreign language discipline would like to offer a speaker series for West students and staff featuring members of our community with expertise in issues relevant to our growing Latinx population.

What are the expected measurable results of the Action?: Increased student engagement with the discipline and the college. Increased student feeling of belonging.

Planned Initiation Cycle: 2018-2019

Resource Request: Budget for honoraria for speakers in our speaker series for West students and staff featuring experts in issues relevant to our growing Latinx population.

Primary Contact Person for Resource Request: Sandra Ruiz

Resource Request Status: New

Request Funding Type: On-going

TOTAL COST ESTIMATE: \$1000

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] | Language Arts: Humanities / Philosophy

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete

Completion Status 2017-2018 Cycle: Program Review 2017-18 Validation Complete

Unit Goal: Increase course completion rates in humanities and philosophy classes

Increase course completion rates in humanities and philosophy classes.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 04/17/2019

Goal Priority: High

Planned Actions and Resource Requests

New - Professional Development offerings for all humanities and philosophy instructors focusing on high-impact practices (Active)

Planned Action Description: The California Community College's State Chancellor's office has prioritized professional learning for faculty by designing a Professional Learning Network in the last several years, and in 2015, the ASCCC started its own Professional Development College for faculty members. West's Student Success Committee has also prioritized professional learning for faculty members and other West employees since its inception in 2011.

West only has one full time philosophy instructor, and none teaching humanities. Thus, we are relying heavily on our part time faculty colleagues to teach these courses.

Professional Learning accessible to part-time instructors is an unmet need. Our part-time colleagues deserve high quality support with instructional strategies that will benefit students. We know some colleges offer special evening and weekend academies for part-time instructors that include guest speakers and relevant breakout sessions. We plan to start with a Fall mixer one evening during Professional Development week in the evening to give our adjunct instructors an opportunity to connect with our full time faculty members and with each other, and we would like to survey our part-time colleagues to assess their availability during the semester for professional learning. Then, in Fall 2019 we would like to offer at least two specific professional learning events targeting adjunct instructors specifically. This might be useful to implement college-wide.

What are the expected measurable results of the Action?: Increased successful course completion in humanities and philosophy classes

Planned Initiation Cycle: 2019-2020

Resource Request: Professional Development budget for humanities and philosophy faculty professional learning opportunities.

Primary Contact Person for Resource Request: Clare Norris-Bell

Resource Request Status: New

Request Funding Type: On-going

TOTAL COST ESTIMATE: \$2500

PROGRAM REVIEW [i.aca] | Language Arts: Humanities / Philosophy

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] | Library

Completion Status 2017-2018 Cycle: Program Review 2017-18 Complete Ready for Validation

Completion Status 2018-2019 Cycle: Program Review 2018-2019 Complete ready for Validation

Unit Goal: Increase accessibility to academic instructional technologies

N/A

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2007

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Safeguard student equity to academic proficiency by providing technology resources that effectively support culture of student learning at West.

The Library houses over 100 computers students use for research and to complete homework assignments. This is an essential service to many of our students, who are technologically disadvantaged, lacking reliable access to technology in their homes. At the Library, they have access to the internet, to computers and to common office applications like Word and Excel and printers so they can print and submit their assignments. As more students opt for the convenience and flexibility of online classes, it is even more crucial to ensure reliable access.

In addition to the hardware and software, students at West receive assistance from Instructional Assistants for Technology, who provide direction in using computers and software. They play a vital role in closing the digital divide between students who with access to technology and those who lack it, positioning students with a competitive edge in the workplace.

Goal Rationale - SLO assessment & reflection: Information Competency:

The student will develop skills to use information effectively to accomplish a specific purpose, assess the needed information effectively and efficiently, read for comprehension in order to evaluate material, and incorporate selected information into his or her knowledge base.

However, in the 2014-2020 Educational Master Plan

Strategic Goal

1.1 Improve student achievement, both overall and among historically lower-achieving groups

Objectives

1.1.1 Refine and/or develop and implement effective programs and services to improve the performance of targeted groups of historically lower-achieving students (e.g., ACE).

1.1.2 Strengthen the effectiveness and coverage of the tutoring program.

The deeper commitment is to provide our under-prepared and under-served student population the resources to bring equity to learning proficiency and academic and personal success.

Goal Measurable Objective: 1. Increase # of students accessing academic technology services - measured by student enrollment

PROGRAM REVIEW [i.aca] | Library

- in SLA/1T non-credit sections for subject tutoring (face-to-face and online) and student support computer lab access.
2. increase # of hours serving students as measured by student tracking software program.
 3. increase number of courses supported by student tutors
 4. increase modes of delivery of tutorial services - (SI) or supplemental instruction on targeted courses, group study cohorts by subject, enhance online or mobile device delivery of tutorial services
 5. Measure student completion and success rates of students who had access to these academic support services.
 6. Measure student satisfaction/effectiveness of tutorial services as measured by semester-based student survey results.

Planned Actions and Resource Requests

Technology - Annual renewal of PLATO subscription - operational expense (Active)

Planned Action Description: PLATO is a web based academic support software that provides students with tutorials, drills and tests to increase their foundational skills base.

It is an essential resources to provide students with academic support both on campus & off campus.

It provides students with the necessary tools to increase their foundational understanding of math, English and reading skills.

This is an operational expense required every year.

What are the expected measurable results of the Action?: Tim Russell

Ken Lin

Resource Request Status: Continuing

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 30000

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: Annual PLATO subscription renewal

NONSALARY REQUEST - Technology Cost: 30000

ADDITIONAL COMMENTS - Further Justification for the Resource Request: renewal cost with 5% annual increase without multi-year contract

Lottery fund

IELM block grant

Basic Skills (funded last year, but needed for Tutor salaries this year)

ADDITIONAL COMMENTS - Possible funding sources: Categorical

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

02/08/2018

Status of Progress: Discontinued

Tutoring services are now under Basic Skills and no longer part of the Library division and therefore discontinued as a Library resource.

Unit Plan UPDATE TYPE: Update to Resource Request

Faculty: Full-Time - Hire 1 full time Learning Skills instructor - instructional technology (Active)

Planned Action Description: This person is expected to facilitate student learning through enhancement of instructional technologies. This is a highly specific position that requires the abilities to foster and promote individualized educational success plans through which students meet their academic goals and objectives that lead to program completion or transfer

Resource Request Status: New

Request Funding Type: On-going

PROGRAM REVIEW [i.aca] | Library

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 86600

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Why is this position needed at this time?: Foundation Learning Skills

FACULTY REQUEST - Rationale: Impact Other Disciplines: Promote higher success rates in the areas of math and English

FACULTY REQUEST - Is the required hypothetical fall & spring semester work load sheet attached?: NO

FACULTY REQUEST - Compliance with Mandates: No

FACULTY REQUEST - Mandate but Not Requirement: No

ADDITIONAL COMMENTS - Further Justification for the Resource Request: Learning Skills Instructor - instructional technology
Class code 0751, Probationary

ADDITIONAL COMMENTS - Possible funding sources: Program 100

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

02/08/2018

Status of Progress: Discontinued

Resource no longer needed in learning skills. It may be needed in the Learning Center, which is no longer under the Library's purview.

Unit Plan UPDATE TYPE: Update to Resource Request

Faculty: Full-Time - Hire 1.0 FTE Learning Center Director (Active)

Planned Action Description: Learning Center Director required to effectively lead the tutoring and learning resource services to the next level in order to achieve the student success goals of the campus and the program

What are the expected measurable results of the Action?: Tim Russell

Kathy Walton

Diane Matsuno

Resource Request Status: New

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Discipline: Learning Center Director - ISA

ADDITIONAL COMMENTS - Further Justification for the Resource Request: Probationary

LACCD Faculty Pay Scales

Salary ranges from \$57,120 to \$88,932 for the 12 month academic year, depending on experience and professional preparation.

Similar job posting at LA Mission College in 2010

ADDITIONAL COMMENTS - Possible funding sources: Program 100

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

02/08/2018

Status of Progress: Discontinued

The Learning Center is no longer under the Library's purview and therefore no longer a needed resource for this unit.

Unit Plan UPDATE TYPE: Update to Resource Request

In Progress - Bring library staffing levels up to meet demand for library and learning resources (Active)

Planned Action Description: 7,000+ FTES

PROGRAM REVIEW [i.aca] | Library

Hire library staff to at least meet Title V sec 58724 minimum standards and as well as additional demand from student and faculty needs

Develop a plan for compliance with minimum standards (Title V, Section 58724) for resources for community college students as well as allocations based on FTES. Of particular urgency is the need to develop a method will be provided the resources to meet, at least, minimum standards for faculty librarians and support staff.

What are the expected measurable results of the Action?: 50% of collection to become current within 10 years
faculty satisfaction with collection, resources, services
student satisfaction with collection, resources services

of students using library website or Libguides to do research for an assignment

of faculty satisfied with the quality of library resources

of faculty satisfied with the quantity of library resources

Planned Initiation Cycle: 2016-2017

Resource Request: Hire a full-time tenure track librarian to assist in the provision of library services including: instructional duties; collection development; improved user experience including ADA compliance and developing digital instructional material; representing the Library on campus committees.; and help alleviate the librarian shortage.

Primary Contact Person for Resource Request: Eric Ichon

Resource Request Status: New

Request Funding Type: On-going

TOTAL COST ESTIMATE: \$57,270 to \$89,170

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Discipline: Library Science

FACULTY REQUEST - Why is this position needed at this time?: An additional librarian would improve the user experience through the creation of new or modification of existing information competency learning resources that are ADA compliant; through outreach efforts including publicizing library services; by representing the Library on campus committees; through the delivery of reference and instruction services.

The impact of not receiving this position is that it not only fails to alleviate the demands on the overworked and understaffed librarians but increases the workload as the demands of librarians increase due to: the implementation of the new library services platform; the need to update materials to be ADA compliant; the need to create new materials to serve the increasing online student population while still providing excellent service for face-to-face students. The absence of a full-time librarian compromises the ability of the existing librarians to perform these responsibilities effectively in fulfillment of the library mission

FACULTY REQUEST - Rationale: Positive opportunities and/or negative impacts?: Instructional materials would be updated for ADA compliance and collection would be updated so that only a current collection is moved to a future new building.

FACULTY REQUEST - Rationale: Educational Master Plan Goals/ Objectives: EMP Objectives 1.1.1, 1.2, 1.3, 2.1, 2.2.1, 2.2.3, 2.2.4, 2.3, 2.4.1, 2.4.3, 2.4.4, 3.1, 3.2.2, 3.2.5

FACULTY REQUEST - Rationale: Impact Other Disciplines: Faculty librarian would provide support to disciplines across the campus.

FACULTY REQUEST - Rationale: Demand: Alleviate librarian shortage, fulfill library mission through delivery of library services. Especially important with accreditation approaching. The current level of staffing would make participation incredibly difficult. We have two fewer full-time librarians than we did during the last accreditation cycle (though we are recruiting for one full-time tenure track librarian) and have lost between 15-20 hours per week in adjunct librarian support.

FACULTY REQUEST - Is the required hypothetical fall & spring semester work load sheet attached?: NO

FACULTY REQUEST - Compliance with Mandates: No

EMPLOYEE REQUEST - Classified: NO

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/27/2019

PROGRAM REVIEW [i.aca] | Library

Status of Progress: Some Progress Made

The Library was down two full-time faculty librarian positions. We are currently in the process of recruiting for a systems/electronic acquisitions librarian, which will partially alleviate some of the staffing shortage. The Library is still down by one full-time librarian, affecting the workload of remaining librarians and the ability to provide services and resources to serve the diverse college population.

Unit Plan UPDATE TYPE: Update to Resource Request

Description and Analysis of Outcome Measures: -Continued improvement in the currency of the library print collection

Through librarians' collection development efforts including acquisitions and weeding, 94% of the print book collection was published prior to 2010.

-Creation of information literacy materials and services (research guides,databases, embedded librarianship, workshop attendance, etc.) and/or increased usage of.

Students viewed Libguides (electronic, customized research guides):

2014/2015: 9 LibGuides, 312 views

2015/2016: 12 LibGuides, 490 views

2016/2017: 21 LibGuides, 1038 views

2017/2018: 27 LibGuides, 1264 views

2018/2019: 32 LibGuides, 1640 vies (to date)

Number of classes taught/club or division meeting visits

Levels of librarian staffing prevented outreach through personal visits to classes and clubs but we continued to teach library orientations, course-specific, course-integrated instruction on using Library resources for research assignments.

2013/2014: 58 orientations

2104/2015: 66 orientations

2015/2016: 49 orientations

2016/2017: 51 orientations

2017:2018: 48 orientaions

2018/2019: 32 orientations (to date)

Librarians were embedded in two online classes, offering research support to students in those classes.

The Library brought back the Library Workshop Series, offering instruction on a particular information competency to any member of the campus community.

2014/2015: 9 workshops

2015/2016: 31 workshops

2016/2017: 29 workshops

2017/2018: 12 workshops (spring only)

2018 /2019: 16 workshops

For Resource Requests: What is the impact on the program of either receiving or not receiving?:

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/25/2019

Status of Progress: Significant Progress Made

We are in the process of recruiting a librarian with an emphasis on computer systems and electronic acquisitions. We are still down one full-time librarian position

Unit Plan UPDATE TYPE: Update to Unit Goal

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/25/2019

Status of Progress: Significant Progress Made

The College is currently recruiting for a new librarian with an emphasis on computer systems and electronic acquisitions. An additional full-time librarian is still needed to meet Title V minimum compliance and to fulfill the Library's mission through information competency instruction in a variety of formats; selection and curation of appropriate educational resources and content in various formats; providing reference assistance; improving the user experience; promoting library services; outreach

PROGRAM REVIEW [i.aca] | Library

efforts.

Unit Plan UPDATE TYPE: Update to Unit Goal

Description and Analysis of Outcome Measures: Outcome Measures:

- # of library orientations
- # of students using the Library website or research guides (LibGuides)
- # of visits to campus division meetings and student clubs to promote library services
- # of changes to the Library website
- # of research guides modified to improve accessibility and for ADA compliance
- # of campus committees that include Library representation
- # faculty satisfied with the quantity and quality of library services
- # of librarians embedded into online classes

Outcome results

Creation of information literacy materials and services (research guides,databases, embedded librarianship, workshop attendance, etc.) and/or increased usage:

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- 2015/2016: 31 workshops
- 2016/2017: 29 workshops
- 2017/2018: 12 workshops (spring only)
- 2018 /2019: 16 workshops

This year, no librarian was embedded in an online class. We have experimented with this over the past couple of years and found it was successful. Practice to be resumed when faculty staffing is improved.

Faculty satisfaction survey was not conducted this year, will conduct in the next academic year.

For Resource Requests: Status of Previous Request: Partially Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: The additional librarian will restore the number of full-time librarians to pre-2015 levels and allow the Library to maintain and improve its offerings to the campus community, including updating resources so they are ADA compliant.

The absence of a new faculty librarian hire perpetuates the under-staffing of the Library, hampering our ability to offer additional information competency resources in the various modalities that improve accessibility and discoverability of Library sources.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

PROGRAM REVIEW [i.aca] | Library

Modification: Requesting one full-time tenure track, faculty librarian, \$ 57,270 to \$89,170/year. (03/25/2019)

Resource Request in Program Review: Yes

Modification Type: Change to Resource Request

What modification is needed?: We are requesting one full-time librarian instead of two.

Why is this modification needed?: We are already in the process of recruiting for one librarian.

Changed - Implement a math lab for tutoring/teaching with emphasis on mobile technologies (Active)

Planned Action Description: Math classes are gatekeepers - students must pass foundational classes to earn certificates and AA degrees and must pass transfer level classes to transfer to the university. Giving tutors and instructors technology tools to present, create and study math concepts is critical. Digital smartboards, laptops with projectors, Wi-fi enabled Boogie Boards are common tools used to deliver math concepts, develop tutorials as well as assess and evaluate learning. This Math Lab can also support the (SI) Supplemental Instruction Planned Action for this Unit Goal.

NO LONGER UNDER PURVIEW OF THE LIBRARY, NO LONGER NEEDED.

What are the expected measurable results of the Action?: 5 - 10 % increase in student retention, success in math classes, especially at foundational level. 5 - 10 % increase in students progressing in certificate, AA and transfer programs. Student satisfaction of math tutoring program increases.

Planned Initiation Cycle: 2016-2017

In Progress - Maintain and Update Library Instructional Resources (Active)

Planned Action Description: Maintain and update library online and print resources to support student learning and instructional curriculum

Review all LibGuides and update as needed for ADA compliance.

Become familiar with ADA guidelines for future digital learning objects.

Continue the ongoing weeding efforts to bring 50% of the print book collection current (published after 1989).

Maintain current evening and weekend hours of operation

What are the expected measurable results of the Action?: # of students using library website to do research for an assignment

of faculty satisfied with the quality of library resources

of faculty satisfied with the quantity of library resources

of LibGuides (research guides) or other tutorial materials produced or updated.

50% of collection to become current with 10 years

faculty satisfaction with collection, resources, services

student satisfaction with collection, resources services

Planned Initiation Cycle: 2016-2017

Resource Request: Maintain current library media materials budget of \$31,000 from Program 100 funds.

Maintain library book budget of \$21,000 from Program 100 funds.

Maintain the books budget funded through the California lottery in the amount of \$56,200.

Maintain the software licence budget for databases funded through the California lottery in the amount of \$190,000.

Primary Contact Person for Resource Request: Eric Ichon

Resource Request Status: Changed

Request Funding Type: On-going

Extended Description for Complex Requests:

TOTAL COST ESTIMATE: \$185,000 from Program 100 funds; \$246,200 in lottery funds for library print and electronic materials.

PROGRAM REVIEW [i.aca] | Library

EMPLOYEE REQUEST - Faculty: NO

NONSALARY REQUEST - Equipment and Supplies: NO

NONSALARY REQUEST - Equipment/ Supplies Description: Library materials budget to be maintained.

ADDITIONAL COMMENTS - Possible funding sources: Program 100 and Lotto funds

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/27/2019

Status of Progress: Some Progress Made

We now have 32 Libguides, specific to courses or disciplines, that support students' research needs. A librarian was embedded into two online courses in 2017/2018 but embedding, while available upon request, was limited this year to a presentation on Library services before the Academic Senate. We will resume promoting and offering this valuable service after a new librarian is hired and after the migration to the new library services platform (LSP), which will take up a great deal of librarians' time and attention through fall 2019. Additional adjunct support would allow us to increase and improve these services..

LibGuides continue to be heavily used and demanded.

The librarians have increased their weeding efforts as time allows to improve the Library's current holdings as well as to prepare for the migration to the new LSP.

Library staff have begun an ambitious inventory project, currently determining procedure and technical requirements. The actual inventory will begin in June, 2018 and will help to identify missing books so librarians can remove them from the catalog, which will provide a more accurate picture of the true number of books published within the last 10 years.

A survey of faculty and student satisfaction with the collection was not conducted in 2018/2019 but will be conducted instead within the next two years, after a new librarian has been hired and following the successful migration to the new LSP.

LibGuide views:

2018/Present	1,640 views (to date)
2017/2018	1,264 views
2016/2017	1,038 views
2015/2016	490 vies

Number of electronic resources accessed through One Search (a selection of books, articles, reports, etc.) accessed:

2018/Present:	3,095
2017/2018:	5,819
2016/2017:	5,221

Reference transactions:

2018/Present:	2,008
2017/2018:	6,350
2016/2107:	3,456

Library orientations:

2018/Present:	32
2017/2018:	48
2016/2017:	51
2015/2016:	49

Workshops:

2018/2019:	16
2017/2018:	12
2016/2017:	29
2015/2016:	31

PROGRAM REVIEW [i.aca] | Library

Unit Plan UPDATE TYPE: Update to Resource Request

Description and Analysis of Outcome Measures: # of books weeded
% of books published before 2000 and before 2010

For Resource Requests: Status of Previous Request: Partially Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: The restoration of adjunct hours to 2016/2017 levels would support collection development efforts (both acquisition and weeding) and address the backfill from the vacant position. It would improve our instructional efforts, especially as the Chair, who previously had responsibility for many of the instructional functions but whose Chair duties has made it difficult to spend the needed time on information competency services.

Not having the adjunct hours will hamper our ability to adapt our instructional materials for ADA compliance, to improve outreach efforts; to fulfill other aspects of library work critical to the fulfillment of the Library mission. It also harms librarians efforts to meet as a division to plan Library services and goals.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Faculty: Part-Time - Hire SI (Supplemental Instruction) Coordinator (Active)

Planned Action Description: To successfully implement an SI program at West, it is necessary to hire a trained, certified SI faculty to develop, supervise and implement the program. The SI Coordinator would take the necessary critical steps describe in the Planned Action to target SI classes, hire and train SI leader (student tutors for each class), supervise the program and report on its successes.

What are the expected measurable results of the Action?: Tim Russell
Kathy Walton

Resource Request Status: No longer needed

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 66000

EMPLOYEE REQUEST - Faculty: NO

FACULTY REQUEST - Discipline: Library

ADDITIONAL COMMENTS - Further Justification for the Resource Request: 12 hours per week or .4 certificated assignment Limited

ISA for 10 months - LACCD Faculty Salary Schedule

Non salary costs include materials for peer led tutoring - textbooks, whiteboards, whiteboard markers/erasers/cleaner, laptop and projector for viewing tutorials on websites, software for creating tutorials for targeted classes, color printer, printing expenses.

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

02/08/2018

Status of Progress: Discontinued

The SI program is not under the purview of the Library.

Unit Plan UPDATE TYPE: Update to Resource Request

New - Review distribution of staff and librarian duties (Active)

Planned Action Description: Review current duties performed as well as new duties that need to be performed as a result of College and state level changes.

What are the expected measurable results of the Action?: Identification of duties, current and new
Performance of the duties
Equitable distribution of duties documented

PROGRAM REVIEW [i.aca] | Library

Planned Initiation Cycle: 2017-2018

Resource Request: Funding of adjunct hours to facilitate collaborative librarian work by the full-time faculty librarians

Primary Contact Person for Resource Request: Eric Ichon

Resource Request Status: Continuing

Request Funding Type: On-going

Extended Description for Complex Requests: Adjunct librarians would provide Reference Desk coverage that would enable the full-time librarians to meet regularly to work more collaboratively. The lack of staffing has made division meetings and librarian meetings more difficult to schedule at a time when meeting regularly is critical due to the complicated implementation of the new Library Services Platform, to address the Library's role in supporting the College in response to regulatory changes at the state level and to develop the Library's strategy for ensuring ADA compliance.

TOTAL COST ESTIMATE: \$4,800, which can come from the overall adjunct hours request to cover vacancies

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Discipline: Library Science

FACULTY REQUEST - Why is this position needed at this time?: Retirement; compliance issues; improved staffing; support full-time librarians in their work

FACULTY REQUEST - Rationale: Positive opportunities and/or negative impacts?: Would support full-time faculty librarians in the performance of their duties by allowing them time to work with one another to achieve Library goals.

FACULTY REQUEST - Rationale: Educational Master Plan Goals/ Objectives: EMP Objectives 1.1.1, 1.2, 1.3, 2.1, 2.2.1, 2.2.3, 2.2.4, 2.4.3, 2.4.4, 3.1

FACULTY REQUEST - Rationale: Impact Other Disciplines: Would facilitate the Library's support of disciplines across campus

FACULTY REQUEST - Is the required hypothetical fall & spring semester work load sheet attached?: NO

FACULTY REQUEST - Compliance with Mandates: No

FACULTY REQUEST - Mandate: Cite Agency, Law or Regulation: Mandates: no; Title V recommendations, yes

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/27/2019

Status of Progress: Some Progress Made

A formal policy has been drafted outlining the distribution of the teaching of library orientations.

A preliminary examination of the current duties performed by the librarians has begun. A more in-depth study is needed.

The development of a formal collection development policy has begun and should be completed by the end of the semester.

West has aligned its Circulation Policy those of the rest of the District in preparation for the new Library Services Platform, to be implemented in December.

Unit Plan UPDATE TYPE: Update to Unit Goal

Description and Analysis of Outcome Measures: # of written policies

Formal documentation of duties to be performed by librarians and classified staff

Technology - Math Lab - provide tutoring/teaching technology resources (Active)

Planned Action Description: Historically, Math tutoring is the subject most in demand. Recent statistics show that demand is increasing. Math tutors need tools to efficiently provide math resources. Technologies such as laptops and smart whiteboards that record voice and notes provide easy distribution of math support as well as provide student tools to develop a library of math tutorials. For example, purchase of Mathematica software with lottery funding can be implemented at the tutoring level. Software on use of calculators is also a proposed use of supportive technology. Mathematics student success is imperative to insure student equity to reach academic and personal goals.

What are the expected measurable results of the Action?: Tim Russell

Kathy Walton

Diane Matsuno

Ted Pointer

Kevin Coffee

PROGRAM REVIEW [i.aca] | Library

Resource Request Status: Continuing

Request Funding Type: Both

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 50,000

NONSALARY REQUEST - FACILITIES: Can this request be met by a Work Order?: No

NONSALARY REQUEST - FACILITIES: Describe the facilities request: Installation of tables and chairs for math lab

NONSALARY REQUEST - Technology: YES

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: Computers for Math lab

NONSALARY REQUEST - Technology Cost: 30,000

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: Tables and chairs for math lab

NONSALARY REQUEST - Equipment/ Supplies Cost: 20000

Source of Cost Estimate - Has supporting documentation been attached?: NO

ADDITIONAL COMMENTS - Further Justification for the Resource Request: (2) Smartboard, Interactive Whiteboard
(10) laptops

Mathematics software and manipulatives

Additional space needed for Math Lab
coordinate with Math Division

Grants can start the Math Lab

Eventually need some type of continued funding through Categorical or Program 100

ADDITIONAL COMMENTS - Possible funding sources: Grants

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

02/08/2018

Status of Progress: Discontinued

The math lab is no longer under the purview of the Library.

Unit Plan UPDATE TYPE: Update to Resource Request

Changed - Maintain and Update Library Instructional Resources

(Active)

Planned Action Description: Maintain and update library online and print resources to support student learning and instructional curriculum

What are the expected measurable results of the Action?: # of faculty satisfied with the quality of library resources

of faculty satisfied with the quantity of library resources

of LibGuides (research guides) or other tutorial materials produced or updated.

Planned Initiation Cycle: 2019-2020

Resource Request: Increase in adjunct support

Primary Contact Person for Resource Request: Eric Ichon

Resource Request Status: New

Request Funding Type: One Time

Extended Description for Complex Requests: The restoration of adjunct hours to 2016/2017 levels would support collection development efforts (both acquisition and weeding) and address the backfill from the vacant position. It would improve our instructional efforts, especially as the Chair, who previously had responsibility for many of the instructional functions but whose Chair duties has made it difficult to spend the needed time on information competency services.

PROGRAM REVIEW [i.aca] | Library

In addition to rectifying the backfill, adjunct librarians oversee library operations during the evenings and weekends, providing equitable access to library services for students unable to visit during the busier weekday and daytime hours. The Library needs backfill plus weekend and evening coverage.

TOTAL COST ESTIMATE: \$120,000

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Discipline: Library Science

FACULTY REQUEST - Why is this position needed at this time?: To restore librarian staffing to a level that can reasonably execute the duties and responsibilities of the Library division.

FACULTY REQUEST - Rationale: Positive opportunities and/or negative impacts?: Not having the adjunct hours will hamper our ability to adapt our instructional materials for ADA compliance, to improve outreach efforts; to fulfill other aspects of library work critical to the fulfillment of the Library mission. It also harms librarians efforts to meet as a division to plan Library services and goals.

FACULTY REQUEST - Rationale: Educational Master Plan Goals/ Objectives: EMP Objectives 1.1.1, 1.2, 1.3, 2.1, 2.2.1, 2.2.3, 2.2.4, 2.3, 2.4, 2.4.2, 2.4.3, 2.4.4, 3.1, 3.2.2, 3.2.5, 4.1.1, 4.2.1

FACULTY REQUEST - Rationale: Impact Other Disciplines: This will support disciplines across the campus.

FACULTY REQUEST - Rationale: Demand: Implementation of the new LSP; need to update electronic resources ADA compliance; need to review all subscription databases for compliance;

FACULTY REQUEST - Mandate: Cite Agency, Law or Regulation: Recommended by Title V, not required

EMPLOYEE REQUEST - Classified: NO

CLASSIFIED REQUEST - Position Title: Library Technician - overtime for Saturday hours, finals and pre-finals hours - \$11,350/year in support of library services

EMPLOYEE REQUEST - Unclassified: YES

UNCLASSIFIED REQUEST - Assignment: Student Worker

UNCLASSIFIED REQUEST - Pay Rate: 12.5

UNCLASSIFIED REQUEST - Hours Per Pay Period: 40

Multiple Categories - Hire SI Tutors and SI Program Equipment and Supplies (Active)

Planned Action Description: (SI) Supplemental Instruction requires (SI) trained student leaders. Under the supervision of the (SI) faculty coordinator, the (SI) tutors will lead peer-to-peer group tutoring sessions for targeted classes/subjects. The (SI) tutors sit in the targeted classes. The supplies requested support these peer led tutoring sessions.

What are the expected measurable results of the Action?: Tim Russell

Diane Matsuno

Kevin Coffee

Kathy Walton

Resource Request Status: No longer needed

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 38900

EMPLOYEE REQUEST - Unclassified: YES

UNCLASSIFIED REQUEST - Assignment: Student Worker

UNCLASSIFIED REQUEST - Pay Rate: 11

UNCLASSIFIED REQUEST - Hours Per Pay Period: 28

ADDITIONAL COMMENTS - Further Justification for the Resource Request: Student Tutor

Non salary costs include materials for peer led tutoring - textbooks, whiteboards, whiteboard markers/erasers/cleaner, laptop and projector for viewing tutorials on websites, software for creating tutorials for targeted classes, color printer, printing expenses.

PROGRAM REVIEW [i.aca] | Library

Hire of 10 (SI) Tutor Level II for 10 months - \$31,150
Basic Skills

ADDITIONAL COMMENTS - Possible funding sources: Grants

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

02/08/2018

Status of Progress: Discontinued

SI is not under the purview of the Library.

Unit Plan UPDATE TYPE: Update to Resource Request

Other Unclassified - Hire 30 additional academic coaches for Fall and Spring semesters by increasing the Program 100 allocation for tutorial services from \$20,000 to \$80,000 annually (Active)

Planned Action Description: By institutionalizing a greater portion of the tutorial services budget, tutor staffing levels will be increased and become more consistent. Having a more stable tutorial staff will provide WLAC students with more effective tutoring.

What are the expected measurable results of the Action?: Tim Russell

Kathy Walton

Resource Request Status: New

Request Funding Type: On-going

TOTAL COST ESTIMATE: \$60,000

ADDITIONAL COMMENTS - Possible funding sources: program 100

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

02/08/2018

Status of Progress: Discontinued

Tutoring is no longer under the purview of the Library.

Unit Plan UPDATE TYPE: Update to Resource Request

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.1.4 Create a Math Lab

Unit Goal: Improve access to Library Services for Students, Faculty, Staff and Community

N/A

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2007

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Less than 50% of the faculty surveyed were satisfied with the quantity and quality of library resources.

More Information Competency instruction and resources to improve college wide course completion rates. There is a direct linkage between Information Competency and student success with Learning Outcomes.

PROGRAM REVIEW [i.aca] | Library

Goal Rationale - SLO assessment & reflection: Information Competency instruction and outreach has increased, but still needs to continue to increase awareness of the importance of information competency for academic success and life long learning. Students are still using the Internet for research without evaluating the source.

Based on student success data of course completion rates of program and college wide and degrees/certificates awarded college wide. We will need to increase offerings of non-classroom instruction of Information Competency, including workshops, orientation, and online tutorials provided by the Library to improve college wide and program student success.

Goal Measurable Objective: 90% of faculty satisfied with quality of library resources

90% of faculty satisfied with quantity of library resources

90% of students to have used the library website to do research for an assignment

90% of student to be able to find book or journal they need

Planned Actions and Resource Requests

Changed - Improve availability and support for student use of computer labs (Active)

Planned Action Description: Replace 33% of Lab computers

What are the expected measurable results of the Action?: At least 85% student satisfaction with availability of Library computer labs

At least 85% student satisfaction with support services in Library computer labs

Planned Initiation Cycle: 2015-2016

Resource Request: Replacement of 33% old, outdated computers , approximately 30 computers.

Primary Contact Person for Resource Request: Eric Ichon

Resource Request Status: Continuing

Request Funding Type: On-going

Extended Description for Complex Requests: he Library Instructional Research Lab (LIRL) is the only computer lab open to all students on campus. It also provides support for the Language Lab. With over 250 computer stations additional personal is needed to support the high traffic of students this area serves.

TOTAL COST ESTIMATE: \$12,000

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/27/2019

Status of Progress: Significant Progress Made

Survey conducted in fall 2018 indicates over 90% satisfaction rate for computer lab services.

Unit Plan UPDATE TYPE: Update to Unit Goal

Description and Analysis of Outcome Measures: 90% satisfaction rate on surveys

For Resource Requests: Status of Previous Request: Not Funded

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/27/2019

Status of Progress: No Progress Made

Computers are old and dated

Unit Plan UPDATE TYPE: Update to Resource Request

Description and Analysis of Outcome Measures: 100% of computers in good working order

For Resource Requests: Status of Previous Request: Not Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: Reduced student access to reliable computer and internet access, affecting student success.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

PROGRAM REVIEW [i.aca] | Library

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/27/2019

Status of Progress: No Progress Made

One hundred twenty new computer lab chairs needed to replace worn, broken, unsafe chairs.

Dozens discarded because they were unsafe (students have complained and one has fallen) but not replaced. Students often find chairs from other areas of the Library that they relocate to the Lab, leaving study tables short of chairs.

Unit Plan UPDATE TYPE: Update to Unit Goal

Description and Analysis of Outcome Measures: Functional chairs at each computer work station and at every study table and study carrel.

In Progress - Increase of Information Competency instruction (Active)

Planned Action Description: Increase of Information Competency instruction through workshops, classroom instruction and orientation, outreach, online tutorials and resources

What are the expected measurable results of the Action?: increase in the % of student using the library website to do research for an assignment

increase the # of students completing transfer, degree, or certificate

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/27/2019

Status of Progress: Significant Progress Made

LibGuides continue to be heavily used and demanded.

The librarians have increased their weeding efforts as time allows to improve the Library's current holdings as well as to prepare for the migration to the new library services platform.

Library staff have begun an ambitious inventory project starting, currently determining procedure and technical requirements.

The actual inventory will begin in June, 2018 and will help to identify missing books so librarians can remove them from the catalog, which will provide a more accurate picture of the true number of books published within the last 10 years.

A survey of faculty and student satisfaction with the collection was not conducted in 2018/2019 but will be conducted instead in 2019/2020 after a new librarian has been hired.

LibGuide views:

2018/Present 1,640 views (to date)

2017/2018 1,264 views

Number of electronic resources accessed through One Search (a selection of books, articles, reports, etc.) accessed:

2018/Present: 3,095

2017/2018: 5,819

2016/2017: 5,221

Reference transactions:

2018/Present: 2,008

2017/2018: 6,350

2016/2017: 3,456

Library orientations:

2018/Present: 32

2017/2018: 48

2016/2017: 51

2015/2016: 49

Workshops:

2018/2019: 16

2017/2018: 12

2016/2017: 29

2015/2016: 31

PROGRAM REVIEW [i.aca] | Library

Unit Plan UPDATE TYPE: Update to Unit Goal

Description and Analysis of Outcome Measures: E-resources are heavily used based on the number of views.

For Resource Requests: Status of Previous Request: Fully Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: We have received sufficient funds for our subscription and print library resources through lotto funds as well as Program 100 funds, which would need to be maintained (with a most adjustment for inflation) to continue access to these resources.

Changed - Provide to access to both Windows and Macintosh computer systems (Active)

Planned Action Description: Attach a Mac-mini computer will be attached to select existing Windows computers with a shared computer monitor, keyboard and mouse via a KVM switch. Acquiring a current Mac computer model would allow free download and access to MacOffice suite, a Macintosh productivity software that provides an alternative to Microsoft Office. Students often come to the Library with homework they began using Pages on a Mac expecting to be able to work on or print their documents in the Library only to find they can't even open the document.

What are the expected measurable results of the Action?: Improved student satisfaction with Library services, particularly with the equipment and support available in the Lab.

Though not easily measurable, being able to continue to work on and print their assignments will improve their success as students since they will be able to turn in work they otherwise would have lost due to the incompatibility of Pages documents on Windows computers.

Planned Initiation Cycle: 2019-2020

Resource Request: 3 Mac minis

3 KVM switches

3 Mac to Windows video adapters

3 Mac-mini security cages

Primary Contact Person for Resource Request: Eric Ichon

Resource Request Status: New

Request Funding Type: One Time

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: Described more fully above:

3 Mac minis

3 KVM switches

3 Mac to Windows video adapters

3 Mac-mini security cages

NONSALARY REQUEST - Technology Cost: \$3,000

In Progress - Improve availability and support for student use of computer lab (Active)

Planned Action Description: More than 75% of the student computer workstation chairs in LIRL (Library Internet Research Library) have broken elements (arm rests loose or missing, low or no-pressure pneumatic seating, backrest non-supportive, seat cushion flattened). Currently, students are moving hardbacked chairs from other areas of the Library to obtain a more functional seat at the computer.

Library staff have discarded dozens of chairs that they deemed unsafe, especially when the pneumatic function no longer functions. The seat looks higher but when a student sits on it, the seat can drop to the lowest level quickly, creating a physical hazard to the student. One disabled student with mobility difficulties has already fallen and hurt himself. Staff try to identify and remove these chairs

What are the expected measurable results of the Action?: Improved student satisfaction with Lab services and equipment (including furniture)

No lawsuits due to injuries caused by broken chairs!

Planned Initiation Cycle: 2019-2020

PROGRAM REVIEW [i.aca] | Library

Resource Request: 120 new chairs
Primary Contact Person for Resource Request: Eric Ichon
Resource Request Status: New
Request Funding Type: One Time
TOTAL COST ESTIMATE: \$16,000

New - Improve availability and support for student use of computer labs (Active)

Planned Action Description: Purchase of a 3-D printer

What are the expected measurable results of the Action?: Support of curriculum in various disciplines that apply 3D modeling concepts

Extended Description for Complex Requests: A 3D printer, to be housed in LIRL, would support curriculum in various disciplines that can apply 3D modeling concepts. It would allow students to create and collaborate on their own projects in a makerspace setting. The library can offer workshops on the basic use of the 3D printer to facilitate student and faculty use (Diane and Maria would host the workshops). The library would maintain the printer and purchase a supply of filament. Users would have access to the printer and may be charged a fee for the filament (as they do for printing paper copies) which would replenish the filament stock.

TOTAL COST ESTIMATE: \$800 initial outlay, estimated \$300/year to replace filament (may be offset by charging student for 3D prints or via Lotto funds)

New - Service agreement for repair of people counter on security system (Active)

Planned Action Description: We are often asked for visitor numbers for reports to various agencies but have no accurate count of the number of people who come to the Library. The counter was damaged last year during a power outage and is no longer registering people who pass through the gates. Though the count was never 100% accurate since visitors can enter the Library through the Learning Center, it did provide some idea of foot traffic, which has now been lost.

What are the expected measurable results of the Action?: Estimates of the number of people visiting the Library

Planned Initiation Cycle: 2019-2020

Resource Request: Service agreement for the repair and maintenance of the gate count software.

Primary Contact Person for Resource Request: Eric Ichon

Resource Request Status: Continuing

Request Funding Type: On-going

NONSALARY REQUEST - Technology: YES

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: See above - gate counter service agreement

NONSALARY REQUEST - Technology Cost: \$3,400 annually

New - Increase accessibility to academic instructional technologies (Active)

Planned Action Description: Hire full-time Instructional Media Technician

What are the expected measurable results of the Action?: Support for instructional media support needs evenings and weekends

Planned Initiation Cycle: 2018-2019

Resource Request: Hire Instructional Media Technician
\$50,530.32-\$62,598.24

Primary Contact Person for Resource Request: Eric Ichon

Resource Request Status: New

PROGRAM REVIEW [i.aca] | Library

Request Funding Type: On-going

TOTAL COST ESTIMATE: \$50,530.32-\$62,598.24

EMPLOYEE REQUEST - Faculty: YES

EMPLOYEE REQUEST - Classified: YES

CLASSIFIED REQUEST - Position Title: Instructional Media Technician

CLASSIFIED REQUEST - Class Code: 4571

CLASSIFIED REQUEST - Permanent or Temporary?: Permanent

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] | Mathematics

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete
Completion Status 2017-2018 Cycle: Program Review 2017-18 Validation Complete
Completion Status 2018-2019 Cycle: Program Review 2018-2019 Complete ready for Validation

Unit Goal: Achieve and maintain appropriate staffing

Achieve and maintain appropriate staffing levels (certificated, classified, student-workers) with ongoing opportunities for professional development and training to support teaching and learning in Mathematics

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2017-2018, 2018-2019, 2019-2020

Unit Goal Start Date: 03/05/2018

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: • Math is consistently about 50% Regular/Hourly and 50% Adjunct. This is far from adequate. Furthermore, 1/3 of the full-time faculty are over 65 years old. We anticipate a need for one or two hires over the next few years.

- All of our instructors should have opportunities to learn enough about Canvas to be able to use it to enhance classroom-based sections. Everyone should have access to e-Portfolio training.
- Robust implementation of the evaluation process is now more important than ever.

Goal Rationale - SLO assessment & reflection: n/a

Goal Measurable Objective: * Increase % of instruction taught by full-time faculty from about 50% to 60% (2018-2023)

* At least 80% of full- and part-time instructors trained to use Canvas at least to supplement classroom-based instruction and/or use Division Canvas site (2018-19)

* 100% of evaluations up to date (2018-19)

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/06/2019

Status of Progress: Some Progress Made

Additional math faculty have continued to complete Canvas training for DL certification and/or supplementary Canvas sites for on-ground classes. Opportunities for training in Statistics instruction arrive frequently in the Mathematics Chair's in-box and are forwarded to faculty. Some who have taken advantage of these opportunities have shared resources with the rest of the math faculty.

We are happy to be working with Mr. Tibbs, who is supposed to be the Math-Science Secretary but who seems, in practice, to be the Academic Affairs secretary who takes care of their issues with Math and Science. If he had a desk in MSB2, it would be possible to request work-study students to help up here.

Unit Plan UPDATE TYPE: Update to Unit Goal

Planned Actions and Resource Requests

In Progress - Canvas and e-Portfolio training (Active)

Planned Action Description: • Work with DL and PI-Hub to provide math-specific training in Canvas and/or e-

PROGRAM REVIEW [i.aca] | Mathematics

Portfolios etc. MARCH 2020: Build on emergency training provided during COVID-19 crisis

What are the expected measurable results of the Action?: Number of full-time and adjunct faculty trained

Planned Initiation Cycle: 2017-2018

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/06/2019

Status of Progress: Significant Progress Made

DL kindly scheduled a Canvas training at the request of the Mathematics Chair and it was attended by several Math faculty.

Others participated in general training sessions/courses.

Unit Plan UPDATE TYPE: Update to Planned Action

Changed - Faculty hire (Active)

Planned Action Description: • Submit application through 2020-21 or 2021-2022 FPIP process

What are the expected measurable results of the Action?: # of new probationary positions approved

Planned Initiation Cycle: 2020-2021

Resource Request: Mathematics Instructor 1 (new position)

Mathematics Instructor 2 (new position)

Primary Contact Person for Resource Request: Bonnie Blustein

Resource Request Status: New

Request Funding Type: On-going

Extended Description for Complex Requests: This is not terribly complex. One full-time instructor retired in January 2020.

Another retirement is planned for summer 2022 (possibly more than one). If there is only one retirement in 2022, there will be another (or possibly two) within 2-3 years. From the twelve full-time Math instructors in the Division in Fall 2019, we are looking at a decrease to 9 (or possibly 8) by 2024 or sooner. That would be a 25%-33% decrease. The number of sections has decreased, but only by about 15%.

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Discipline: Mathematics

FACULTY REQUEST - Why is this position needed at this time?: One full-time instructor retired in January 2020. Now we have at least three others over the age of 65. Another retirement is planned for summer 2022 (possibly more than one). If there is only one retirement in 2022, there will be another (or possibly two) within 2-3 years. From the twelve full-time Math instructors in the Division in Fall 2019, we are looking at a decrease to 9 (or possibly 8) by 2024 or sooner. That would be a 25%-33% decrease. The number of sections has decreased, but only by about 15%.

Hypothetical work load s will be included with FPIP application when submitted rather than attached here.

FACULTY REQUEST - Rationale: Positive opportunities and/or negative impacts?: One or two new Math hires would provide the opportunity to guarantee continuity, curriculum development and high-quality instruction and advisement for students. It could provide an opportunity to hire one or more of our best adjunct instructors into full-time positions.

FACULTY REQUEST - Rationale: Educational Master Plan Goals/ Objectives: (Master Plan is currently up for revision)

FACULTY REQUEST - Rationale: Impact Other Disciplines: The growth of the Engineering program and enrollment in other STEM disciplines increases the need for highly-qualified (not merely minimum-qual) Math instructors. Many of our current adjunct instructors were hired to teach developmental mathematics and may not be able to meet the increasing need for STEM math classes.

FACULTY REQUEST - Is the required hypothetical fall & spring semester work load sheet attached?: YES

FACULTY REQUEST - Compliance with Mandates: No

PROGRAM REVIEW [i.aca] | Mathematics

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/06/2019

Status of Progress: No Progress Made

No application submitted due to the reduction in section counts occasioned by AB 705

Unit Plan UPDATE TYPE: Update to Planned Action

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: Application(s) will be submitted once section counts have been stabilized, if position(s) needed at that time.
(03/06/2019)

Modification Type: Change to Planned Action

In Progress - Improve tutoring (Active)

Planned Action Description: • Work with Learning Center to improve math tutor selection and training procedures

What are the expected measurable results of the Action?: Number of students assisted by highly-qualified tutors

Planned Initiation Cycle: 2016-2017

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/06/2019

Status of Progress: No Progress Made

No recent progress on tutor training. Sharp decrease in the number of 100-level classes is transforming the need for math tutors. Implementation of Academic Prep program which makes qualified math faculty available for help with transfer-level classes has been a higher priority. It is hard to get enough qualified math tutors for transfer-level math classes.

Unit Plan UPDATE TYPE: Update to Planned Action

In Progress - Ongoing evaluation (Active)

Planned Action Description: • Create ongoing evaluation cycle for full-time and adjunct faculty to avoid backlogs and congestion

What are the expected measurable results of the Action?: Percent of required evaluations completed in a timely manner

Planned Initiation Cycle: 2017-2018

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/06/2019

Status of Progress: Some Progress Made

This is an ongoing process that is moving ahead on schedule.

Unit Plan UPDATE TYPE: Update to Planned Action

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.1.2 Strengthen the effectiveness and coverage of the tutoring program

Unit Goal: Update curriculum

PROGRAM REVIEW [i.aca] | Mathematics

Research and explore opportunities for changes or additions to the Mathematics curriculum to improve student success, meet continuing and emerging needs at all levels, and to maximize the probability that college-ready entering students can successfully complete a transfer-level mathematics class within their first year of full-time study at West Los Angeles College (per AB 705).

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2017-2018, 2018-2019, 2019-2020

Unit Goal Start Date: 03/05/2018

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: During the current cycle, the Mathematics Division is adapting to an environment altered by major legislatively-mandated changes that reflect corporate/foundation “reforms” in mathematics education nationwide. The Math Division is contributing to the development of appropriate policies and practices in mathematics education districtwide. With colleagues across LACCD, we are exploring modifications of Intermediate Algebra to create a single comprehensive bridge to transfer-level math.

We are exploring revision of the current “lecture only” model for Math 227, Math 241 and perhaps other classes in order to incorporate a lab element.

In the past, our Math 215 (Math for Elementary Teachers) did double-duty as “Math for Liberal Arts.” Last year the Math 215 COR underwent a major revision and, starting Fall 2017, it has been serving its intended purpose. With the advent of “Pathways” we anticipate a need for a new “Math for Liberal Studies” class. For this purpose, we have started to develop a new five-unit Math 232 (course number tentative) for students planning to transfer in liberal arts and humanities fields.

We are in the process of trying to phase in Math 122 (Intermediate Algebra for Statistics) so that Math 125 would become “Intermediate Algebra for STEM and Business.”

UPDATE March 2020: 3-unit Math 230 (Math for Liberal Studies) now being offered (in lieu of previously proposed Math 232). Lab-enhanced Math 227S and Math 241S now being offered.

Goal Rationale - SLO assessment & reflection: n/a

Goal Measurable Objective: i. Develop or revise at least two classes in connection with “Pathways” and AB 705 (2018-2019) DONE: Math 230, 227S, 241S

ii. Average class size and WSCH/FTEF consistent with LACCD goals

iii. Increase the number of college-ready entering students who successfully complete a transfer-level mathematics class within their first year of full-time study at WLAC. (Note that this requires an operational definition of “college-ready” and baseline data.) (2018-2023) -- UPDATE: current operational definition of "college ready" is inappropriate and the COVID-19 pandemic further jeopardizes the achievement of this objective

Planned Actions and Resource Requests

Data-based enrollment management (Active)

Planned Action Description: • Work with Office of Research to make data-based enrollment management decisions about scheduling consistent with new policies, laws and practices

What are the expected measurable results of the Action?: Enrollment and wait-list numbers

Planned Initiation Cycle: 2017-2018

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

02/28/2019

Status of Progress: Significant Progress Made

In spite of staff turnover and lack of continuity in the Office of Research, scheduling for the Fall 2018 and Spring 2019 semesters enabled a relatively smooth transition to the new placement environment. with only a handful of class cancellations and late additions. The 2019-2020 academic year will pose new challenges. Office of Research is doing its best to provide the data we need, but some of that data (for example, HS GPA) has not been made available by the LACCD.

Unit Plan UPDATE TYPE: Update to Planned Action

Description and Analysis of Outcome Measures: Enrollment data

PROGRAM REVIEW [i.aca] | Mathematics

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Completed - Enhance Transfer-level math classes (Active)

Planned Action Description: • Revise Math 227 and Math 241 to 3 hours lecture/2 hours lab (ADDED 227S 3+3 and 241S 3+2)

What are the expected measurable results of the Action?: Success rates in the transfer-level classes

Planned Initiation Cycle: 2017-2018

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/06/2019

Status of Progress: Significant Progress Made

Math 227S has gone through curriculum process and will be offered starting in Fall 2019 (3 hours lecture, 3 hours lab-no HW).

Math 241S has gone through curriculum process and will be offered starting in Fall 2019 (3 hours lecture, 2 hours lab w/ HW) .

We will revisit this and possibly change to (3 hours lecture, 3 hours lab - no HW)

Unit Plan UPDATE TYPE: Update to Planned Action

Description and Analysis of Outcome Measures: We are interested in passing rates in Math 227S and 241S relative to Math 227 and 241. However, historical data are useless because of the elimination of prereqs. Comparative data will be confounded by self-selection into the "S" versus regular course and also by the non-credit supplement options.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Changed - Improve placement (Active)

Planned Action Description: The "planned action" has been rendered obsolete by the implementation of AB 705. It is no longer possible to "work with SSSP & Assessment to improve placement models." Attempts are being made to get LACCD and WLAC Admissions & Records to implement correctly the decisions made by West Math as to the placement "tiers."

What are the expected measurable results of the Action?: student success rates - we are no longer optimistic that feasible implementation or "tweaking" of the new placement model will improve student success rates.

Planned Initiation Cycle: 2016-2017

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/06/2019

Status of Progress: Discontinued

Regrettably, AB 705 and implementation directives from the State Chancellor's Office and LACCD have resulted in retrogression rather than progress with respect to placement. While the Mathematics Chair has attempted to mitigate the damage through collaboration with the (former) Assessment and Matriculation Office, the results are far from satisfactory. Progress on achieving this goal appears to be impossible for the foreseeable future. This action is therefore "discontinued" unless and until the political climate statewide has changed.

Unit Plan UPDATE TYPE: Update to Planned Action

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Changed - Increase student preparedness for math (Active)

Planned Action Description: • Work with Counseling to increase student understanding of requirements for success in mathematics such as time management, study skills, appropriate course selection by assigning a full- or part-time counselor specifically to STEM

What are the expected measurable results of the Action?: student success rates

Planned Initiation Cycle: 2020-2021

Resource Request: Math would like to have a counselor specifically assigned (full or part-time) to work with Math, CoSci, Science

PROGRAM REVIEW [i.aca] | Mathematics

and Engineering students and faculty.

Primary Contact Person for Resource Request: Bonnie Blustein

Resource Request Status: New

Request Funding Type: On-going

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Discipline: Counseling

FACULTY REQUEST - Why is this position needed at this time?: Implementation of Guided Pathways and growth of STEM programs. This could be a reassignment or part-time assignment rather than a new position.

FACULTY REQUEST - Rationale: Positive opportunities and/or negative impacts?: Facilitate timely completion of programs by STEM students and encourage them to apply for degrees rather than simply completing courses required for transfer. Implement Guided Pathways in STEM.

FACULTY REQUEST - Rationale: Educational Master Plan Goals/ Objectives: Guided Pathways

FACULTY REQUEST - Rationale: Impact Other Disciplines: Closer coordination with CoSci, Engineering, all Science disciplines.

FACULTY REQUEST - Is the required hypothetical fall & spring semester work load sheet attached?: NO

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/06/2019

Status of Progress: Significant Progress Made

Enhanced Math 227S and Math 241S will be offered starting Fall 2019.

Academic Prep non-credit supplementary classes (15CE, 16CE, 17CE, 18CE) are being piloted in Spring 2019.

Math 230 (Math for Liberal Arts Students) will be offered starting Fall 2019.

Unit Plan UPDATE TYPE: Update to Planned Action

Description and Analysis of Outcome Measures: Enrollments in AcPrep classes

Enrollments in Math 230

Outcome measures being used pursuant to AB 705 and the new funding formula

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Changed - Maintain appropriate class size (Active)

Planned Action Description: • Reduce maximum class sizes in key courses to levels low enough to make a difference in student success

o Cap Math 122/125, 227, 227S and 241S at 35

What are the expected measurable results of the Action?: student success rates

Planned Initiation Cycle: 2020-2021

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/06/2019

Status of Progress: No Progress Made

Attempts were made by the Mathematics Chair to reduce class caps, but Academic Affairs chose to override them. Given AB 705, Intermediate Algebra no longer appears to be the appropriate target for class size reduction. The main area of concern is now Math 227/227S. Current Math 227 sections (Spring 2019) average 47 students (excluding the POPP section) with half a dozen sections of over 50 students. This would be difficult under any circumstances but now, given the extreme variation in levels of preparedness, it becomes impossible to manage satisfactorily.

Unit Plan UPDATE TYPE: Update to Planned Action

Description and Analysis of Outcome Measures: Standard

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

PROGRAM REVIEW [i.aca] | Mathematics

Modifications

Modification: Reduce class size cap in Math 227 to 40 and in Math 227S to 35 (since these students are self-selecting as needing additional assistance).

Reduce class size caps in 100-level math classes to 35 (students self-selecting as needing remediation and therefore more personal attention)

Reduce class size caps in all other math classes to no more than 45.

(03/06/2019)

Resource Request in Program Review: Will discuss with Division Chair

Modification Type: Change to Planned Action

What modification is needed?: see above

Why is this modification needed?: West is out of line with the students' needs and with our sister colleges in LACCD. Math classes elsewhere are capped at 40-45 and the Math Chairs at those sister colleges are themselves seeking reductions.

Completed - Quantitative Reasoning course (Active)

Planned Action Description: Originally: Develop 5-unit transferable Math for Liberal Studies (or "Quantitative Reasoning") course in connection with Pathways. Changed to 3-unit Math 230 -- first offered Fall 2019

What are the expected measurable results of the Action?: Number of students enrolled in the class AND success rates

Planned Initiation Cycle: 2017-2018

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/06/2019

Status of Progress: Complete

Work was accomplished to develop a new 3-unit Math 230 (Math for Liberal Studies) course to be offered starting in Fall 2019.

Consensus in the LACCD Math Discipline Committee was that a 5-unit QR course would not attract sufficient enrollment given the competition with existing 3-unit courses.

Math 230 was offered in Fall 2019 and Winter 2020 and will be offered every semester and session going forward.

Unit Plan UPDATE TYPE: Update to Planned Action

Description and Analysis of Outcome Measures: Enrollments and success rates.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.1.1 Refine and/or develop and implement effective programs and services to improve the performance of targeted groups of historically lower-achieving students (.e.g, ACE)

EMP Objective 1.1.5 Evaluate the developmental math sequence in light of alternative models and make changes as warranted.

Unit Goal: Improve pedagogy while reducing cost to student

Create a culture of continuous improvement in the implementation of a variety of pedagogies designed to increase student success at all levels, using effective materials and technologies while striving to minimize costs to students.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020

Unit Goal Start Date: 03/05/2018

Goal Timeframe: 1-3 years

Goal Priority: Medium

Goal Rationale - Program Review Narrative & Assessment: New on-line resources (including OER and programs such as StatCrunch) are increasingly accessible but not always adequate for our needs. This should make it possible to develop

PROGRAM REVIEW [i.aca] | Mathematics

customized Algebra texts with linked resources that would meet our curricular needs at little or no cost to the student. However, there is real work involved in creating these materials, and it should be compensated.

Goal Rationale - SLO assessment & reflection: We are attempting to phase in OER without compromising the quality of instructional materials. We continue to implement aspects of Reading Apprenticeship and Culturally Responsive Teaching.

Goal Measurable Objective: Average textbook/materials cost; student success rates

Planned Actions and Resource Requests

In Progress - Make textbooks more accessible (Active)

Planned Action Description: • Acquire and put on library reserve more copies of more textbooks

What are the expected measurable results of the Action?: More students using reserve materials

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/06/2019

Status of Progress: Some Progress Made

Textbooks continue to be added to Library Reserve on an ongoing basis. More copies may become available from the Black Scholars program (currently on hiatus). Other books provided by Black Scholars are being used to create a small math library in MSB 217 for student use.

Unit Plan UPDATE TYPE: Update to Planned Action

New - OER Algebra (Active)

Planned Action Description: • Create customized OER Algebra textbook fully aligned with the WLAC mathematics curriculum

What are the expected measurable results of the Action?: Number of sections using free textbook

Planned Initiation Cycle: 2017-2018

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/06/2019

Status of Progress: No Progress Made

OpenStax OER texts have been adopted for Math 125 (starting Fall 2018) and Math 115 (starting Spring 2019). The consensus among Mathematics instructors is that these are inadequate if not woefully inadequate. A significant amount of work would be necessary to customize them. In addition, it would be highly desirable to have appropriate OER material available for Math 245 (College Algebra). We are therefore requesting that, should funds become available, release time and/or stipends be provided to two faculty members at the level of 0.2 release for two semesters to create an integrated resource that would meet the needs of all our algebra students. This resource would also serve students in Academic Prep 16CE.

Unit Plan UPDATE TYPE: Update to Resource Request

Description and Analysis of Outcome Measures: Number of sections/students served by appropriate OER resources

For Resource Requests: Status of Previous Request: Unknown

For Resource Requests: What is the impact on the program of either receiving or not receiving?: If we do not get funds to customize existing OER to meet our needs, we will have to return to commercially available materials that will impose costs on our students.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: Request funding for .2 release for two semesters for two full-time faculty members, or equivalent in stipend if the work is done by adjunct instructors. (03/06/2019)

Resource Request in Program Review: Will discuss with Division Chair

Modification Type: Change to Resource Request

What modification is needed?: Need substantial funds to support the real work of creating appropriate materials.

Why is this modification needed?: We did not know, until we piloted existing OER, how inadequate these are to support our curriculum.

PROGRAM REVIEW [i.aca] | Mathematics

In Progress - OER Statistics (Active)

Planned Action Description: • Find and adopt (departmentally) an appropriate OER Statistics textbook. We currently have outside funding to develop a supplementary OER resource "Statistics for Social Justice." We are investigating the use of WebWorks through Edfinity. Resource request would be to subsidize Edfinity for a trial period.

What are the expected measurable results of the Action?: Increased number of sections using free textbook

Planned Initiation Cycle: 2017-2018

Resource Request: Subsidy for student use of Edfinity as an online homework system

Primary Contact Person for Resource Request: Bonnie Blustein

Resource Request Status: New

Request Funding Type: Both

Extended Description for Complex Requests: The "new" request would be for a trial period of one year. Funds from the college would likely facilitate a corresponding subsidy from Edfinity to provide resources at reduced rates. The "ongoing" request (in case trial period is successful) would be to maintain free or greatly reduced-cost resource for students.

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: \$16,000

NONSALARY REQUEST - Technology: YES

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: Edfinity-WebWorks is a software resource. Cost to student depends on scale of implementation. Estimated at \$2/month/student (\$8 per semester) for 2000 students over the academic year.

NONSALARY REQUEST - Technology Cost: \$16,000/year

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/06/2019

Status of Progress: No Progress Made

Efforts by half a dozen Statistics instructors have located no appropriate OER text for Math 227. One is good but thought to be at a level too difficult for most of our students. The others, including OpenStax, do not present the material we need at the level we need and do not provide sufficient and appropriate exercises. This is progress of a sort (we know what's out there) but has not brought us closer to achieving our goal. We need release time and/or stipends for faculty to do the real work of putting together an OER Statistics package that would meet our students' needs.

Unit Plan UPDATE TYPE: Update to Resource Request

Description and Analysis of Outcome Measures: number of students/section using appropriate OER materials

For Resource Requests: Status of Previous Request: Unknown

For Resource Requests: What is the impact on the program of either receiving or not receiving?: If we do not receive funds for development of OER Statistics, students will have to continue to purchase commercially available texts.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: Request 0.2 release for 2 f/t math faculty for 2 semesters or equivalent stipend for adjunct instructors to do the real work of pulling together an OER Statistics package that will serve the needs of students and instructors. (03/06/2019)

Resource Request in Program Review: Yes

Modification Type: Change to Resource Request

What modification is needed?: No funding requested previously

Why is this modification needed?: Originally it was thought that we could find an existing OER that would meet our needs. A year of searching has failed to find it. We need to create it ourselves.

In Progress - Technology for statistics (Active)

Planned Action Description: • Explore the advantages and disadvantages of various technological approaches to Statistics teaching and learning (Minitab, TI-8x calculators, StatCrunch)

What are the expected measurable results of the Action?: number of sections/students actively using technology to solve problems

PROGRAM REVIEW [i.aca] | Mathematics

Planned Initiation Cycle: 2016-2017

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/06/2019

Status of Progress: Some Progress Made

Several instructors have found that they like StatCrunch but we do not have access to computer lab facilities that would enable us to permit students to use this on tests. Some instructors have found Minitab to be useful but the same problem exists. Many instructors continue to rely on TI 83/84 series calculators. We have recently deployed several new classroom sets of calculators. With the number of Statistics sections increasing, more classroom sets of calculators will be needed.

Unit Plan UPDATE TYPE: Update to Resource Request

Description and Analysis of Outcome Measures: Number/percentage of Statistics students who are actively using technology to solve problems.

For Resource Requests: Status of Previous Request: Partially Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: If we don't receive this funding, close to 700 students every semester will have to purchase commercially available texts.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: Purchase of two classroom sets of TI 84 calculators (10 each) @ approx. \$1200 each set (03/06/2019)

Resource Request in Program Review: Yes

Modification Type: Change to Resource Request

What modification is needed?: Planned action does not include request for more calculators.

Why is this modification needed?: So students can use them

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.2.1 Offer and incentivize ongoing training in proven, effective learner-centered teaching strategies (e.g., RA, FELI).

EMP Objective 1.2.2 Implement learner-centered teaching strategies on which faculty have been trained.

EMP Objective 1.2.3 Facilitate forums for dialogue on newly developed and implemented learning/teaching strategies.

Unit Goal: Improve facilities and technology

Maintain, improve and expand facilities and technology that support teaching and learning in Mathematics.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020

Unit Goal Start Date: 08/24/2015

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: The purpose of the Mathematics Division is to provide high-quality instruction in the mathematics that a diverse student body needs to achieve their academic goals in STEM and other fields, and to build the quantitative literacy skills necessary for work, daily life, and active participation in our socially and technologically complex society. Over 95% of our classes are taught in classrooms on campus. As the campus is reconfigured, we need to ensure adequate classroom and other facilities for math instruction. Faculty are increasingly taking advantage of the "Smart Classrooms" in MSA and of online resources to enhance their classes and promote student success. Unfortunately, classroom computers and peripherals in MSA and elsewhere on campus have not been adequately maintained and, in addition, do not always have the ports or connections needed to interface with instructors' laptops.

Goal Rationale - SLO assessment & reflection: n/a

PROGRAM REVIEW [i.aca] | Mathematics

- Goal Measurable Objective:** i. Ensure that space in HLRC and CE currently utilized for Mathematics teaching and learning (including tutoring and computer facilities) is replaced in new building construction plans. (2018-2023)
ii. 100% of classroom computers and peripherals in MSA completely functional

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/19/2019

Status of Progress: No Progress Made

Little if any progress is apparent. We are proposing a new strategy to make use of technology: purchase of small laptops or tablets that instructors can use in classrooms

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Unknown

For Resource Requests: What is the impact on the program of either receiving or not receiving?: Instructors will have more flexibility in using classroom technology

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: New resource request for 3-5 small laptop or tablet computers (03/19/2019)

Resource Request in Program Review: Yes

Modification Type: Change to Resource Request

What modification is needed?: Request was not previously in Program Review

Why is this modification needed?: More flexibility for instructors to use appropriate technology in the classroom

Planned Actions and Resource Requests

In Progress - Classroom safety (Active)

Planned Action Description: • Modify or enhance MSA classroom doors so they can be locked from the inside in dangerous situations - MSA 109

What are the expected measurable results of the Action?: Number of casualties in case of armed assault

Planned Initiation Cycle: 2017-2018

Resource Request: Most MSA classrooms used for math classes have been fitted with appropriate locks, but MSA 109 still has not.

Resource Request Status: Continuing

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/19/2019

Status of Progress: Some Progress Made

Modifications are allegedly in the works

Unit Plan UPDATE TYPE: Update to Planned Action

Changed - New computers (replaces memory upgrades) (Active)

Planned Action Description: Replace computers and monitors in all Math faculty offices (including the Adjunct office) and classrooms

What are the expected measurable results of the Action?: Functional computers

Planned Initiation Cycle: 2019-2020

Resource Request: Almost all of the Math computers are over 5 years old and therefore obsolete (per Martin Anaya). They need to be replaced.

Primary Contact Person for Resource Request: Bonnie Blustein/Martin Anaya

Resource Request Status: Changed

PROGRAM REVIEW [i.aca] | Mathematics

Request Funding Type: One Time

Extended Description for Complex Requests:		Location	Type	Make	Model	Age	Year	Totals:
Movsisyan	MSB-203 COMPUTER	DELL	960	2009		2015	5	
Blustein	MSB-205 COMPUTER	DELL	5040	2015	2011	2		
Brown	MSB-207 COMPUTER	DELL	5040	2015	2012	0		
Conf rm	MSB-211 COMPUTER	DELL	960	2009	2009	8		
Alwash	MSB-212 COMPUTER	DELL	960	2009				
Jankans	MSB-213 COMPUTER	DELL	960	2009				
Math Adj	MSB-214 COMPUTER	DELL	790	2011				
Math Adj	MSB-214 COMPUTER	DELL	790	2011				
Math Adj	MSB-214 COMPUTER	DELL	3046	2015				
Math Adj	MSB-214 COMPUTER	DELL	3046	2015				
Harjuno	MSB-215 COMPUTER	DELL	960	2009				
Robertson	MSB-216 COMPUTER	DELL	960	2009				
Feiner	MSB-219 COMPUTER	DELL	960	2009				
Jenson	MSB-221 COMPUTER	DELL	960	2009				
Swaminathan	MSB-222 COMPUTER	APPLE	iMac	n/a				
Cheng	MSB-223 COMPUTER	DELL	5040	2015				

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: \$34,400 (including shipping) per Martin Anaya

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/19/2019

Status of Progress: No Progress Made

Not clear. Infotech does not typically notify us of their planned and completed actions. One major setback was the erasure of Mr. Robertson's files in an apparent attempt by Infotech to upgrade something (what?)

Unit Plan UPDATE TYPE: Update to Planned Action

In Progress - Improve Math Group Office (Active)

Planned Action Description: Reorganize MSB 214 to make it more usable, especially for adjunct instructors

What are the expected measurable results of the Action?: increased use of MSB 214 by adjunct instructors

Planned Initiation Cycle: 2016-2017

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/19/2019

Status of Progress: Some Progress Made

proceeding slowly

Unit Plan UPDATE TYPE: Update to Planned Action

New - Participate in planning new building (Active)

Planned Action Description: • Ensure Math participation in all discussions regarding new building construction plans

What are the expected measurable results of the Action?: Number of classrooms available for Math instruction

Planned Initiation Cycle: 2017-2018

PROGRAM REVIEW [i.aca] | Mathematics

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/19/2019

Status of Progress: Some Progress Made

Math has been represented at key meetings thus far.

Unit Plan UPDATE TYPE: Update to Planned Action

Changed - Upgrade MSA technology (Active)

Planned Action Description: • Upgrade computers in MSA classrooms 006, 009, 010, 011, 012, 013, 102, 104, 105, 109, 202, so they have up-to-date interfaces and connections. Renew licences and/or update SmartBoard technology

What are the expected measurable results of the Action?: number of classrooms with fully usable technology

Planned Initiation Cycle: 2017-2018

Resource Request: Upgrade computers in MSA classrooms 006, 009, 010, 011, 012, 013, 102, 104, 105, 109, 202, so they have up-to-date interfaces and connections. Renew licences and/or update SmartBoard technology

Primary Contact Person for Resource Request: Martin Anaya

Resource Request Status: New

Request Funding Type: One Time

Extended Description for Complex Requests: Need input of IT on what exactly is needed

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: TBD

NONSALARY REQUEST - Technology: YES

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: IT to assess age and functionality of computers, smart tablets and peripherals in MSA classrooms most frequently used for Math classes and determine what needs to be replaced, upgraded, re-licensed. IT to provide cost estimate. Priority to MSA 006, 009, 102, 104, 105, 109, 202

NONSALARY REQUEST - Technology Cost: TBD

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/19/2019

Status of Progress: No Progress Made

Information on progress, if any, has not been made available to Math Division. We do not see progress.

Unit Plan UPDATE TYPE: Update to Planned Action

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.1.4 Create a Math Lab

Unit Goal: Improve communication

Maintain, expand and improve relationships between the Mathematics Division, the college and the community by fostering communication and collaboration.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020

Unit Goal Start Date: 08/24/2015

Goal Timeframe: More than 3 years

Goal Priority: Medium

Goal Rationale - Program Review Narrative & Assessment: Mathematics is primarily a "service-oriented" division that meets the degree-completion needs of students in other majors. However, with the AA-T in mathematics, the number of mathematics

PROGRAM REVIEW [i.aca] | Mathematics

majors grew from 1-2/year to 8 in 2016-2017. Now that we have access to the names and contact information of students who have indicated a math major, we plan to contact them and invite them to an information session.

We also plan to invite all students in advanced math classes, who are usually majors in other STEM disciplines, to apply for a math degree as a second major (if they qualify).

All of our instructors should have opportunities to learn enough about Canvas to be able to use it to enhance classroom-based sections. Everyone should have access to e-Portfolio training.

Math does not offer fully online classes; we offer hybrid Math 115, Math 125, Math 227 and Math 245. The benefits are that they support the on-line degree program without compromising the integrity of the testing process. The main problem is that too many students see on-line as a shortcut and are not prepared for the amount of work involved, or for the difficulty they encounter in grasping the material.

We are exploring revision of the current "lecture only" model for Math 227, Math 241 and perhaps other classes in order to incorporate a lab element.

In the past, our Math 215 (Math for Elementary Teachers) did double-duty as "Math for Liberal Arts." Last year the Math 215 COR underwent a major revision and, starting Fall 2017, it has been serving its intended purpose. With the advent of "Pathways" we anticipate a need for a new "Math for Liberal Studies" class. For this purpose, we have started to develop a new five-unit Math 232 (course number tentative) for students planning to transfer in liberal arts and humanities fields.

We are in the process of trying to phase in Math 122 (Intermediate Algebra for Statistics) so that Math 125 would become "Intermediate Algebra for STEM and Business" but are encountering resistance from Counseling, which did not object to Math 122 when it was in the process of curriculum development but now seems in some cases to be actively discouraging students from taking it.

MARCH 2020 UPDATE: Labs incorporated into Math 227S and Math 241S. Word needs to get out. We are discussing the possibility of adding a limited number of fully-online sections, for example of Math 230. Math 230 (Math for Liberal Arts) is now being offered (and a 5-unit version is off the table).

Goal Rationale - SLO assessment & reflection: n/a

Goal Measurable Objective: i. Meetings of Math faculty with Counseling (including DSPS and Transfer counselors) at least twice a semester. (2018-2020)

ii. Increase number of math majors by 25% (2018-2020)

Planned Actions and Resource Requests

New - Business cards (Active)

Planned Action Description: • Provide business cards for full-time faculty who request them

What are the expected measurable results of the Action?: increased visibility of WLAC Math in the community

Planned Initiation Cycle: 2017-2018

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/19/2019

Status of Progress: Some Progress Made

Some faculty have received business cards. Others are in process.

Unit Plan UPDATE TYPE: Update to Planned Action

In Progress - Increase math degrees (Active)

Planned Action Description: • Recruit math majors from advanced math classes

What are the expected measurable results of the Action?: number of math majors and number of math degrees awarded

Planned Initiation Cycle: 2016-2017

PROGRAM REVIEW [i.aca] | Mathematics

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/19/2019

Status of Progress: Some Progress Made

ADT updated. Students in advanced math classes have received checklists to encourage them to apply for a degree.

2017 commencement listed 5 candidates for AA-Math and 8 for AA-Math-Transfer (one overlap)

2018 listed 10 candidates of AA Math Transfer

It would be useful to have time-series data from Office of Research, but the numbers seem to be up significantly from the handful we typically had in the past.

Unit Plan UPDATE TYPE: Update to Planned Action

New - Math Division communication (Active)

Planned Action Description: • Create Canvas shell for Math Division

What are the expected measurable results of the Action?: increased faculty participation in division affairs

Planned Initiation Cycle: 2017-2018

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/19/2019

Status of Progress: Some Progress Made

We do not have a Math Canvas shell but we are using instructor-created shells for specific courses to share resources (eg Math 227 statistics)

Unit Plan UPDATE TYPE: Update to Planned Action

In Progress - Math website (Active)

Planned Action Description: • Update Math home page on website

What are the expected measurable results of the Action?: Number of hits on page

Planned Initiation Cycle: 2016-2017

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/19/2019

Status of Progress: Some Progress Made

Updates made to faculty lists and contact information

Unit Plan UPDATE TYPE: Update to Planned Action

In Progress - Math-Counseling Coordination (Active)

Planned Action Description: • Schedule regular meetings with counselors

What are the expected measurable results of the Action?: Increased trust and cooperation (measurable with a survey or doodle poll)

Planned Initiation Cycle: 2016-2017

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/19/2019

Status of Progress: Some Progress Made

PROGRAM REVIEW [i.aca] | Mathematics

Individual counselors are communicating with the Math Chair about particular questions that arise. Math Chair attended one Counseling Division meeting to discuss AB 705 (Fall 2018). Problems continue to arise with counselors who give inappropriate advice to students. In the present environment, communication leaves a lot to be desired.

Unit Plan UPDATE TYPE: Update to Planned Action

New - Multicultural posters (Active)

Planned Action Description: • Frame and hang multicultural math posters (we already have the posters)

What are the expected measurable results of the Action?: Increased student success

Planned Initiation Cycle: 2017-2018

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/19/2019

Status of Progress: Complete

Thanks to Mr. Tibbs, the posters are now hanging in MSA and MSB

Unit Plan UPDATE TYPE: Update to Planned Action

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.1.1 Refine and/or develop and implement effective programs and services to improve the performance of targeted groups of historically lower-achieving students (.e.g, ACE)

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [a.pre] | Office of Institutional Effectiveness

Completion Status 2016-2017 Cycle: Program Review 2016-17 Complete Ready for Validation
Completion Status 2017-2018 Cycle: Program Review 2017-18 Complete Ready for Validation
Completion Status 2019-2020 Cycle: Program Review 2019-2020 Complete Ready for Validation

Unit Goal: Support data-informed decision making

This broad-based goal supports decision making college-wide, including enrollment management, program review and student success efforts such as AtD and SB1456.

The types of data and information that needs to be enhanced include regularly publishing the college fact book online, developing and providing data to the AtD Data Team, making available to staff college-wide data definitions and ways to interpret data, expand the reports available from the program review data, support SLO assessment data collection, storage and retrieval, present and discuss with the college community the indicators of progress in reaching college goals, among others.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020

Unit Goal Start Date: 10/15/2012

Unit Goal Retired/Archived Date: 09/01/2016

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: This goal is fundamental to the accreditation requirements related to institutional effectiveness and accountability.

The increasing requirements for accountability, documentation, and continuous improvement put increasing demands on the research and planning functions to meet ever-increasing needs.

Goal Measurable Objective: New reports will be designed to meet information needs as they emerge.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

02/27/2019

Status of Progress: Complete

All planned actions under this goal have been achieved or retired.

Unit Plan UPDATE TYPE: Update to Unit Goal

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Unit Plan PROGRESS UPDATE Reporting Period: 2015-2016

04/02/2017

Status of Progress: Discontinued

The goal, "Support data-informed decision making" is better defined as the mission or purpose of the Office of Institutional Effectiveness. It is over-arching as a major purpose of the office, and is not time-constrained. Therefore, it is being discontinued as a 'Goal' and redefined as part of the OIE Purpose.

Unit Plan UPDATE TYPE: Update to Unit Goal

Planned Actions and Resource Requests

PROGRAM REVIEW [a.pre] | Office of Institutional Effectiveness

Faculty: Full-Time - Administrator to support accreditation and accountability requirements (Active)

Planned Action Description: The demands and knowledge-base of accreditation have increased to the point where an administrator with explicit responsibilities for maintaining accreditation-related systems year-round is required.

What are the expected measurable results of the Action?: Rebecca Tillberg

Resource Request Status: New

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 2500

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Rationale: Impact Other Disciplines: It will provide college-wide leadership in meeting accreditation and accountability requirements.

ADDITIONAL COMMENTS - Further Justification for the Resource Request: Associate Dean

The Equity and SS&SP Plans require evaluation of the outcomes of each funded project. Research support is necessary to design and conduct these assessments. In addition, there are increased data and accountability requirements for accreditation and planning.

A computer and printer will be needed for this position.

Classified Staff - Staff support for accountability requirements (Active)

Planned Action Description: An Assistant Research Analyst is needed to provide evaluation services to SS&SP projects, as well as for other accountability requirements that will arise, especially those related to accreditation..

What are the expected measurable results of the Action?: Rebecca Tillberg

Resource Request Status: New

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: YES

If yes, please cite the relevant regulations: This position is necessary to meet requirements of accreditation.

EMPLOYEE REQUEST - Classified: YES

CLASSIFIED REQUEST - Position Title: Assistant Research Analyst

ADDITIONAL COMMENTS - Further Justification for the Resource Request: There are increasing data and accountability requirements for accreditation and planning.

A computer and printer will be needed for this position.

ADDITIONAL COMMENTS - Possible funding sources: Program 100

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2014-2015

03/10/2017

Status of Progress: Complete

The Assistant Research Analyst was hired.

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Fully Funded

Completed - CTE Data Unlocked (Active)

Planned Action Description: Investigate and address the data support needs for career technical education (CTE) program evaluation and reporting. This will entail working evaluating available data sources state-wide and nation-wide, as well as

PROGRAM REVIEW [a.pre] | Office of Institutional Effectiveness

locally, and developing new ones, as needed. The activities are intended to maximize college receipt of new funding that is now available for CTE programs.

What are the expected measurable results of the Action?: Elimination of errors in the coding of TOP codes for programs and courses.

Planned Initiation Cycle: 2016-2017

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/14/2019

Status of Progress: Discontinued

Planned action discontinued.

Unit Plan UPDATE TYPE: Update to Planned Action

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

02/27/2019

Status of Progress: Discontinued

Discontinued.

Unit Plan UPDATE TYPE: Update to Planned Action

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Completed - Cut Score Validation (Active)

Planned Action Description: Validation of cut scores for English, ESL and mathematics placement will be conducted using a variety of statistical techniques.

What are the expected measurable results of the Action?: Better placement recommendations, and higher successful course completion rates of placed students.

Planned Initiation Cycle: 2014-2015

Completed - Design and conduct evaluation of each Equity Plan project (Active)

Planned Action Description: The ORP evaluator will meet with the lead person for each Equity Plan project, develop the needed evaluation approach, collect the necessary data, conduct the evaluation assessment, prepare and share results with project team.

What are the expected measurable results of the Action?: The number of projects successfully evaluated.

Planned Initiation Cycle: 2016-2017

Completed - Disproportionate Impact in Assessment/ Placement (Active)

Planned Action Description: Title 5 regulations require that any disproportionate impact of assessment/ placement on specified demographic groups of students must be identified and addressed. Such studies will be conducted, and presented and discussed with the Assessment Committee and English and Math Divisions.

What are the expected measurable results of the Action?: Degree of disproportionate impact will decrease

Completed - SLO Software Training (Active)

Planned Action Description: After the new SLO software is configured to West's specifications, all users, including faculty, administrators and staff, will be trained I use of the system.

What are the expected measurable results of the Action?: Users will report that the new system is easier to use than the

PROGRAM REVIEW [a.pre] | Office of Institutional Effectiveness

previous pdf forms.
More SLO data will be collected more quickly.
Planned Initiation Cycle: 2015-2016

Completed - Support SLO data collection, storage and analysis (Active)
What are the expected measurable results of the Action?: * Percent of faculty participating in SLO assessment
* Percent of courses whose SLOs have been assessed
Planned Initiation Cycle: 2015-2016

Completed - Update Fact Book (Active)
Planned Action Description: The college fact book contains several chapters addressing a broad range of college and student data. Each chapter will be updated and published on the OIE web site.
What are the expected measurable results of the Action?: More requests for information will be referred to the online fact book, rather than requiring a new information request

Unit Goal: Increase access and dissemination of data to support decision-making

The need for increasing access to data on campus is urgent given the new student centered funding formula, implementation of guided pathways, and AB705. Implementation of these initiatives relies heavily on data. Evaluating the impact of these new initiatives will also rely heavily on data.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2018-2019, 2019-2020

Unit Goal Start Date: 03/22/2019

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Measurable Objective: Providing data literacy workshops, revamping the OIE website so that it displays up-to-date success metrics in data dashboards, revising the student characteristics handbook, and disseminating data through shared governance.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2019-2020

03/03/2020

Status of Progress: Some Progress Made
still in progress

Unit Plan UPDATE TYPE: Update to Unit Goal

Planned Actions and Resource Requests

New - Update the Office of Institutional Effectiveness website to include interactive up-to-date student success data dashboards, and links to other publicly available data sources. (Active)

Planned Action Description: The Office of Institutional Effectiveness will update and revamp the website to include easy to read data charts/graphs on data related to student characteristics as well as student success. OIE will also incorporate various different data sources available to the public.

PROGRAM REVIEW [a.pre] | Office of Institutional Effectiveness

What are the expected measurable results of the Action?: Increase in access to student data.

Planned Initiation Cycle: 2018-2019

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2019-2020

03/03/2020

Status of Progress: Significant Progress Made

The office of OIE has created two new dashboards that are ready for the website

Unit Plan UPDATE TYPE: Update to Planned Action

New - Create a new student handbook that includes relevant student success metrics. (Active)

Planned Action Description: The Office of Institutional effectiveness will update the student characteristics handbook to include student success metrics that are relevant to the various initiatives currently being implemented on campus including: SCFF, AB705, and Guided Pathways.

What are the expected measurable results of the Action?: Increased access to relevant data. Will be published on the web and disseminated through shared governance and all other committee meetings.

Planned Initiation Cycle: 2018-2019

New - Data workshops (Active)

Planned Action Description: The Office of Institutional Effectiveness will facilitate data workshops that will walk participants through all the publicly available data that is relevant to the new SCFF, Guided Pathways, Vision for success, and AB705. We will discuss how to access and how to properly interpret the data and how various metrics were constructed.

What are the expected measurable results of the Action?: Increased access and understanding of publicly available data.

Planned Initiation Cycle: 2018-2019

New - Participate in the CTEOs survey and associated data workshop in August (Active)

Planned Action Description: Currently, we do not have much data as it related to employment and wage data for our CTE completers. West has elected to participate in the CTEOs survey and team members from the Office of Institutional Effectiveness and Academic Affairs will attend the August data workshop, where we will be provided access to our data and will receive training on data visualization.

What are the expected measurable results of the Action?: Increased access and dissemination of wage and employment data for our CTE completers.

Planned Initiation Cycle: 2018-2019

Unit Goal: Revise Program Review process

PROGRAM REVIEW [a.pre] | Office of Institutional Effectiveness

The Office of Institutional Effectiveness and PIE committee will revise the program review process that will include selecting a program review cycle that best fit West's need and creating an annual update process during the off-cycle years. OIE and PIE will also work on revising the process for prioritizing resource request.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 03/22/2019

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: The campus needs program review process that will allow faculty, administrators, and staff to engage in self-evaluation in a meaningful way.

Goal Measurable Objective: New program review cycle and annual update process.

Planned Actions and Resource Requests

New - Apply for Partnership Resource Team (PRT) visits to begin working on updating the program review process. (Active)

Planned Action Description: The Office of Institutional Effectiveness will apply for PRT via the IEPI to receive partnership resource team visits and funding to revise the program review process.

What are the expected measurable results of the Action?: Letter for RPT to be accepted to begin visits with the resource team in August of 2019.

Planned Initiation Cycle: 2018-2019

New - Research best practices and what other campuses are doing for program review. (Active)

Planned Action Description: OIE and PIE will begin to look research and look at best practices as it relates to program review. We will assess what other campuses are doing to begin discussions about what we want program review to look like at West.

What are the expected measurable results of the Action?: Decision about possible new program review cycle.

Planned Initiation Cycle: 2018-2019

Unit Goal: Establish an federally recognized Institutional Review Board (IRB)

Office of Institutional Effectiveness will work on establishing a federally approved IRB board at West. IRB will ensure that any research being conducted on campus will be vetted and approved by the IRB, making sure that research projects will not harm West students.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 06/24/2019

Goal Timeframe: 1-3 years

Goal Priority: Medium

Goal Measurable Objective: IRB at West

Planned Actions and Resource Requests

New - Approval from shared governance to establish an IRB at West (Active)

Planned Action Description: Information about how to establish an IRB will be obtained, including applications or any other paperwork, and an outline of the work involved in establishing an IRB, and will be shared via shared governance.

PROGRAM REVIEW [a.pre] | Office of Institutional Effectiveness

Dean of OIE will visit Academic Senate and College Council and seek approval of an IRB.

What are the expected measurable results of the Action?: Approval for IRB at West

Planned Initiation Cycle: 2018-2019

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [a.aca] | Office of Teaching & Learning

Completion Status 2016-2017 Cycle: Program Review 2016-17 Complete Ready for Validation
Completion Status 2017-2018 Cycle: Program Review 2017-18 Complete Ready for Validation
Completion Status 2018-2019 Cycle: Program Review 2018-2019 Complete ready for Validation

Unit Goal: Support student success initiatives

To advance the Educational Master Plan (2014-2020) Strategic Direction (1) Dedication to Learning; (3) Programs and Services Responsive to Student Needs; and (4) Collaboration, Engagement, and Respect; the Office of Teaching and Learning will engage in student success initiatives and provide support and leadership for West's Guided Pathways framework.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/01/2012

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: The Office of Teaching & Learning focusses on student success, and the Guided Pathways initiative provides a framework for identifying gaps in achievement and setting measurable goals to address the needs and improve student success and learning.

Goal Measurable Objective: Guided Pathways Annual Reports and updates to the college community on progress on initiatives; Continued ATD Leader College Status

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2019-2020 01/25/2018

Status of Progress: Significant Progress Made

Continued review of ATD College Priorities and Intervention Strategies

Completed and submitted ATD Annual Reports

Continued Leader College Status Designation

Continuous planning and implementation of Semester Kickoffs

Submitted an application to the ATD Leah Meyer Austin Award, the highest designation for an ATD College

Planned and hosted ATD Coaches Visits

Served as the ATD Administrator Coordinator

Serve as the Guided Pathways Administrative Coordinator

Co-lead the Guided Pathways Work Group

Drafted and submitted the Guided Pathways Self-Assessment to the CCCC (Fall 2017)

Co-led the development of the Guided Pathways Work Plan to the CCCC (Spring 2018)

Drafted and submitted the Guided Pathways Scale of Adoption Assessment (SOAA) (Spring 2019)

Submitted the first iteration of meta-majors to the District for CCCApply (Fall 2019)

Drafted and submitted the Guided Pathways Scale of Adoption Assessment (SOAA) (Spring 2020)

Developing a timeline of Action Items for Guided Pathways Design Phase

Unit Plan UPDATE TYPE: Update to Unit Goal

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017 03/09/2017

Status of Progress: Significant Progress Made

PROGRAM REVIEW [a.aca] | Office of Teaching & Learning

Developed of measurable, ATD College Priorities
Finalized of intervention strategies
Completed ATD Implementation Proposal and submitted annual reports
Achieved Leader College Status
Planned and implemented of Semester Kickoffs (Fall 2012, Spring 2013, and Fall 2013, Fall 2014, Fall 2015, and Fall 2016)
Presented a session at the 2012 ATD DREAM Conference; Participated in the Emerging Ideas Exchange at the 2013, 2014, 2015, 2016, and 2017 ATD DREAM Conferences
Unit Plan UPDATE TYPE: Update to Unit Goal

Planned Actions and Resource Requests

Completed - Continue to maintain ATD Leader College Status (Active)

Planned Action Description: As part of the ATD Annual Report process, the ATD Faculty and Administrator Coordinators and ATD Data Team Chair review College progress on goals and student success outcomes. In Fall 2015, we were designated as an ATD Leader College and will continue to review data and submit the application to maintain our ATD Leader College status.

Primary Responsible Persons: Mary-Jo Apigo, Clare Norris, and Agyeman Boateng

What are the expected measurable results of the Action?: Designation as ATD Leader College Status

Planned Initiation Cycle: 2016-2017

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/29/2019

Status of Progress: Complete

We sunset-ed our participation in Achieving the Dream following our meeting with our ATD Coaches in May 2018. They agreed that our progress has been great, and we have outgrown the network. We did end our participation in the network as a Leader College.

Unit Plan UPDATE TYPE: Update to Planned Action

Unit Goal: Provide support and leadership for campus-wide outcomes assessment

To support the Educational Master Plan (2014-2020) Strategic Goal 2.1 to strengthen the process for assessment and improvement of student learning outcomes and service area outcomes, the Office of Teaching and Learning will provide support and leadership for campus-wide student learning outcomes development and assessment.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/01/2012

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - SLO assessment & reflection: The Office of Teaching & Learning participated in the Accreditation 2013 Follow-up Report and 2015 Midterm Report by directly contributing to Recommendations 3 and 4, and other areas related to Program Review and improving student learning and success. In addition, T&L contributed to the 2016 Self-Evaluation report for standards related to outcomes assessment. T&L, in conjunction with the SLO Coordinator and SLO Committee, provided leadership in responding to the Accreditation recommendation to develop and assess course SLOs. In conjunction with the Office of Research & Planning, T&L, the SLO Coordinator, and members of the SLO Committee reviewed, identified, and recommended an SLO assessment databases for college adoption. TracDat was approved, and T&L played a major role in TracDat configuration for SLO assessment.

Goal Measurable Objective: Regular reports to the college community on SLO development and assessment progress

PROGRAM REVIEW [a.aca] | Office of Teaching & Learning

Percent completion of SLO cycle

Number of TracDat trainings and available resources for users

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2019-2020

01/25/2018

Status of Progress: Significant Progress Made

Selected and led the configuration and implementation process of the SLO Assessment Database: TracDat

Developed the 2017-2021 SLO Assessment Cycle

Continued supervision of the 0.5 Assistant Research Analyst to support SLO assessment

Expanded SLO Team with SLO Facilitators

Conducting and supporting SLO Workshops

Led the Institutional Effectiveness Partnership Initiative (IEPI) Partnership Resource Team (PRT) follow-up visit for strengthening outcomes assessment at West

Followed-up on IEPI PRT recommendations

Co-Chair the SLO Committee

Presented at the 4th Annual Regional SLO Symposium (February 2017)

Presented at the 5th Annual Regional SLO Symposium (February 2018)

Presented at the 6th Annual Regional SLO Symposium (February 2019)

Presented at the 7th Annual Regional SLO Symposium (February 2020)

Established parameters for TracDat Data Dashboards

Planning for eLumen configuration for assessment

Unit Plan UPDATE TYPE: Update to Unit Goal

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

03/09/2017

Status of Progress: Significant Progress Made

Reviewed and recommended an SLO Assessment Database

Developed of SLO Assessment Calendars

Hired Assistant Research Analyst to support SLO assessment

Expanded of SLO Team with SLO Facilitators

Conducting Division SLO Workshops

Led the Institutional Effectiveness Partnership Initiative (IEPI) Partnership Resource Team (PRT) visits for strengthening outcomes assessment at West

Following-up on IEPI PRT recommendations

Unit Plan UPDATE TYPE: Update to Unit Goal

Planned Actions and Resource Requests

Other Unclassified - SLO Facilitator Stipends (Active)

Planned Action Description: The SLO Facilitators provide ongoing training to faculty in developing, assessing, and discussing SLO assessment results. The SLO Facilitators meet with faculty one-on-one, in small groups, and at Division meeting to train and follow-up with faculty in completing the SLO Assessment cycle. SLO Facilitators receive a \$500 stipend at the beginning and end of the semester, totaling a \$1,000 stipend each semester.

What are the expected measurable results of the Action?: Mary-Jo Apigo & Luis Cordova

Resource Request Status: No longer needed

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: YES

If yes, please cite the relevant regulations: With increasing Accreditation mandates and importance of SLO assessment, the SLO Facilitators provide support for faculty in completing the SLO assessment cycle.

TOTAL COST ESTIMATE: 30,000

EMPLOYEE REQUEST - Faculty: NO

PROGRAM REVIEW [a.aca] | Office of Teaching & Learning

EMPLOYEE REQUEST - Classified: NO
EMPLOYEE REQUEST - Unclassified: YES
UNCLASSIFIED REQUEST - Assignment: Faculty Reassigned Time
UNCLASSIFIED REQUEST - Pay Rate: 1000
NONSALARY REQUEST - Facilities: NO
NONSALARY REQUEST - Technology: NO
NONSALARY REQUEST - Equipment and Supplies: NO

In Progress - Support college-wide assignments with SLO Facilitators (Active)
Planned Action Description: The SLO Facilitators provide ongoing training to faculty in developing, assessing, and discussing SLO assessment results. The SLO Facilitators meet with faculty one-on-one, in small groups, and at Division meeting to train and follow-up with faculty in completing the SLO Assessment cycle. SLO Facilitators began supporting Division since 2013, and additional Facilitators have been identified to support each Division.

Primary Responsible Persons: Mary-Jo Apigo & Luis Cordova
What are the expected measurable results of the Action?: At least 1 SLO Facilitator identified and assigned to each Division; continued SLO Facilitator support for Divisions.
Planned Initiation Cycle: 2016-2017

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019 03/29/2019
Status of Progress: Complete
At least one SLO Facilitators has been identified for each Division to provide ongoing training to faculty in developing, assessing, and discussing SLO assessment results.
Unit Plan UPDATE TYPE: Update to Planned Action

Unit Goal: Develop and direct systematic faculty/staff devt programs

To support the Educational Master Plan (2014-2020) Strategic Goal 1.4 to inspire and increase the rate of faculty, staff, and administrators' involvement in professional learning activities, the Office of Teaching & Learning will develop and direct systematic faculty/staff development programs.

Unit Goal Status: In Progress
Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019
Unit Goal Start Date: 10/01/2012
Goal Timeframe: 1-3 years
Goal Priority: High
Goal Rationale - Program Review Narrative & Assessment: Professional development needs are indicated in the Foundation Skills Plan and the ATD Implementation Plan
Goal Measurable Objective: Number of professional development opportunities
Number of participants at professional development opportunities
Participant satisfaction of professional development opportunities

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2019-2020 01/25/2018
Status of Progress: Significant Progress Made
Developed and continued leadership of the Professional Learning Hub focused on the following instructional methodologies:

PROGRAM REVIEW [a.aca] | Office of Teaching & Learning

Acceleration, Culturally Responsive Teaching and Learning, Growth Mindset, Habits of Mind, Just-in-Time Remediation, Reading Apprenticeship

Ongoing Tech Fair workshop offerings (about 75 workshops a semester)

Tech Fair celebrated 10 years in Spring 2017

Continued planning and developing the West Connect: A Faculty Professional Development Academy in collaboration with the Academic Senate President, AFT Chapter Chair

Contributed to the development and planning of Spring Summits (Spring Flex Days for faculty and staff) and Leadership Retreats Supporting the Creativity Studies Lab initiative

Filling the vacant Professional Development Coordinator position

2017-2018 Updates The DDS has kept consistent with our faculty consultations. The DDS has been able to effectively reach new faculty to incorporate media into the curriculum. We continue to support faculty using the Reading Apprenticeship approach and similar pedagogies. Instructors who produced videos using these techniques were Karen Quitschau and Nancy Sander, ESL; Mary Hardy, Anthropology; Katy Kelley, Child Development, and Clare Norris and Hari Vishwanadha, English. In total, 40 videos were produced for these instructors.

The DDS has also helped instructors flip their classroom by producing 4 videos for Anatomy instructor Erik Sweitzer, 20 videos for Math Instructor, Charmaine Raffel and 4 videos for Theater instructor, Elise Fortier. In addition, faculty lectures, interviews and presentations were produced on video including James Mackey and Rico Acosta, Counseling; Marini Smith and Vicky Nesia, Child Development; Anthony Cuomo, Communication Studies; Elise Fortier, Theater, and Janene Ames, Learning Skills. In total, 44 videos were produced for these instructors. Participating with college departments and offices, the DDS produced 30 videos documenting and promoting programs, presentations and events at the college.

The DDS lends out digital devices to faculty, including iPads and digital video cameras. Faculty members who have participated include Paul Calderon, Cinema; Tim Welch, English; Janene Ames, Learning Skills and Kathy Boutry, English. Other activities include continued faculty training in Kentico and building faculty web pages, member of the Open Education Resources FIG, and continued hardware and software consultation such participation in an 2nd life simulation class experiment with Richard Kaplan, Philosophy and phone app development with Marketing and Public Relations.

2018-2019 Updates

Unit Plan UPDATE TYPE: Update to Unit Goal

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

03/09/2017

Status of Progress: Significant Progress Made

Ongoing Tech Fair workshop offerings (about 75 workshops a semester)

Tech Fair is celebrating 10 years this Spring 2017

Developed and expanded a Faculty Professional Development Academy: West Connect in collaboration with the Academic Senate President, AFT Chapter Chair, and Professional Development Coordinator

Contributed to the development and planning of Spring Summits (Spring Flex Days for faculty and staff) and Leadership Retreats

Participation at the Professional Growth Committee

Co-Chair the Professional Growth Committee

Supported the establishment of the Reading Apprenticeship, Cultural Competence, and Flipped Classroom FIGs

Unit Plan UPDATE TYPE: Update to Unit Goal

Planned Actions and Resource Requests

In Progress - Continue new media & tech workshops and increase one-on-one faculty training (Active)

Planned Action Description: The DDS has offered 6 or more workshops per academic year through the Tech Fair. In addition to continuing the Tech Fair workshops, our focus for 2014-2015 will be to increase the number of one-on-one workshops and training. Our goal this academic year is to have 25 individual sessions.

Primary Responsible Person: Scott Kecken

What are the expected measurable results of the Action?: Number of Tech Fair workshops scheduled

PROGRAM REVIEW [a.aca] | Office of Teaching & Learning

Number of one-one workshops and trainings

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/29/2019

Status of Progress: Complete

The Tech Fair Program sunset-ed after the Fall 2017 schedule of offerings. The DDS continues to offer workshops outside of the Tech Fair umbrella.

Unit Plan UPDATE TYPE: Update to Planned Action

In Progress - Work with faculty to create 25 webpages (Active)

Planned Action Description: Provide faculty training and support so that 25 faculty webpages are launched within 6 months after Kentico implementation. Kentico was launched in late September 2014, we are on track to completing this action. We have 16 faculty members currently signed up for training where a faculty page will be created. In collaboration with the Kentico training team, the DDS will provide services and resources to train faculty in web design and management. Our new action plan is to train 100 faculty members and have 30 live pages by Summer 2015.

Primary Responsible Person: Scott Kecken in conjunction with Cyrus Helf and Steven Carter

What are the expected measurable results of the Action?: Number of faculty trained in Kentico

Number of live faculty webpages

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/29/2019

Status of Progress: Complete

The DDS continues to work with faculty for video and multimedia development.

Unit Plan UPDATE TYPE: Update to Planned Action

Unit Goal: Develop and implement grants

To support the Educational Master Plan (2014-2020) Strategic Goal 2.3 to exercise financial stewardship that ensures fiscal stability while supporting educational excellence and the College mission, the Office of Teaching & Learning will implement Title V grants, ensure compliance with federal regulations, and engage in grant development that meets college goals while matching requirements of funding agencies.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/01/2012

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: The Office of Teaching & Learning engages in grant development that meets college goals while matching requirements of funding agencies.

Goal Measurable Objective: Number of grants submitted

Number of grants awarded

Number of college projects supported by grant funds

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2019-2020

04/03/2019

Status of Progress: Significant Progress Made

Developed and submitted NSF IUSE GeoPaths Nov 2018 (Fall 2018)

Developed and submitted Dept of Labor Employment Training Administration (Fall 2018)

Successful grant award for the Title V HSI Individual Grant (Fall 2018)

Developing applications for Title V HSI Cooperative grant with CSUDH (Spring 2019)

Continued management of the First in the World grant with CSU Los Angeles

Managed and closed-out the CCCCO Basic Skills and Student Outcomes Transformation Grant

PROGRAM REVIEW [a.aca] | Office of Teaching & Learning

Managed and closed out the management of the IEPI PRT SLO Seed Grant
Continued management of the Title V HSI Teacher Pathways Grant
Continued management of the Dept of Labor Scaling Apprenticeships Grant
Unit Plan UPDATE TYPE: Update to Planned Action

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

01/25/2018

Status of Progress: Significant Progress Made

Developed and submitted Title V HSI Individual Grant (Spring 2017)
Developed and submitted Title V HSI Cooperative grant with CSUDH (Spring 2017)
Developed and submitted Title V HSI Cooperative grant with Pierce College in (Spring 2017)
Successful grant award for the CCCC California Apprenticeship Initiative (Fall 2017)
Continued management of the First in the World grant with CSU Los Angeles
Continued management of the CCCC Basic Skills and Student Outcomes Transformation Grant
Continued management of the Title V HSI Cooperative grant with CSUDH

Unit Plan UPDATE TYPE: Update to Unit Goal

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

03/09/2017

Status of Progress: Significant Progress Made

Successful grant award for the Title V Cooperative with Pierce College (2012)
Submitted an NEH proposal
Developed and submitted Title V Cooperative grants in Spring 2015 with Harbor College and East & Pierce Colleges.
Developed and submitted a Title V Individual grant in Spring 2015
Successful grant award for the First in the World grant with CSU Los Angeles (2015)
Developed and submitted a Title V HSI STEM grant in Spring 2016
Successful grant award for the CCCC Basic Skills and Student Outcomes Transformation Grant (2016)
Developing and submitting Title V Individual and Cooperative grants with CSUDH and Pierce College in Spring 2017

Unit Plan UPDATE TYPE: Update to Unit Goal

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [a.adm] | Office of the Vice President

Completion Status 2016-2017 Cycle: Program Review 2016-17 Complete Ready for Validation

Completion Status 2017-2018 Cycle: Program Review 2017-18 Complete Ready for Validation

Unit Goal: Office of VPAS Sheriff's Office: Improve Campus Safety

Improve campus safety and reduce crime.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 03/25/2019

Goal Timeframe: 1-3 years

Goal Priority: Medium

Goal Measurable Objective: Monitor crime statistics via the Clery Report.

Planned Actions and Resource Requests

New - Reinforce laws and policies within the campus community. (Active)

Planned Action Description: Reinforce laws and policies within the campus community.

What are the expected measurable results of the Action?: Reduction in shared reports and less citations.

Planned Initiation Cycle: 2018-2019

Resource Request: Security cameras + video security software and electronic citation processing.

Primary Contact Person for Resource Request: Deputy Melvin Young

Resource Request Status: New

Request Funding Type: One Time

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: YES

TOTAL COST ESTIMATE: Build - LACCD Required Funding

NONSALARY REQUEST - Technology Cost: Build LACCD Required Funding

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: Electronic citation processing equipment
Security cameras + video software

ADDITIONAL COMMENTS - Possible funding sources: Build LACCD Required Funding

New - Increase law enforcement presence (Active)

Planned Action Description: Increase law enforcement presence

What are the expected measurable results of the Action?: Reduce crime as measured by crime statistics in the Clery report.

Planned Initiation Cycle: 2018-2019

Resource Request: Three security officers

Primary Contact Person for Resource Request: Deputy Melvin Young

Resource Request Status: New

Request Funding Type: On-going

PROGRAM REVIEW [a.adm] | Office of the Vice President

TOTAL COST ESTIMATE: \$110.00/HR

EMPLOYEE REQUEST - Unclassified: YES

UNCLASSIFIED REQUEST - Assignment: Other

UNCLASSIFIED REQUEST - Pay Rate: 110

UNCLASSIFIED REQUEST - Hours Per Pay Period: 96

Unit Goal: VPAS Sheriff's Office: Create a campus culture that recognizes the importance of safety.

VPAS Sheriff's Office: Create a campus culture that recognizes the importance of safety.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 03/25/2019

Goal Timeframe: 1-3 years

Goal Priority: Medium

Goal Measurable Objective: Decrease in citations, accidents, and arrests.

Planned Actions and Resource Requests

New - Safety workshops (Active)

Planned Action Description: Sheriff's office will provide workshops to campus community including, faculty, staff, students, and community on the following topics: active shooter, sexual assault, and mental health.

What are the expected measurable results of the Action?: Feel safer and greater knowledge of campus policies. At the end of every workshop a survey will be administered that addresses safety and knowledge.

Planned Initiation Cycle: 2018-2019

Resource Request: Funds for workshop facilitators in the areas of active shooter, sexual assault and mental health.

Primary Contact Person for Resource Request: Deputy Melvin Young

Resource Request Status: New

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES

OTHER RESOURCE REQUEST: Workshop facilitators

Source of Cost Estimate - Has supporting documentation been attached?: YES

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [a.adm] | Plant Facilities

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete
Completion Status 2017-2018 Cycle: Program Review 2017-18 Validation Complete
Completion Status 2018-2019 Cycle: Program Review 2018-2019 Complete ready for Validation

Unit Goal: Plant Facilities Office efficiency

Improve the response time with work order requests, college maintenance, office coverage during absence, and meeting project delivery deadlines.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2016

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Improve efficiency in Plant Facilities office procedure and deadlines

Goal Rationale - SLO assessment & reflection: The front office of Facilities has a deficiency in office staff, there is no permanent back up support and time demands on clerical work, facilities projects, personnel issues, support to the Facilities Director, invoicing, SAP work, and maintenance assistance are ever increasing. Bond project construction growth and deferred maintenance with the addition of new bldgs, so do the duties of the facilities office increase. Without additional support staff the Facilities office may experience problems in areas of deadlines or late fees, as has happened in the past in case of extended absence of the one primary office staff who is the only one that prioritizes the payment of bills and annual fees that become due and are mandatory to operate a college. The receipt of additional phone calls from students, faculty, staff and vendors being lost into the voicemail or going unanswered without backup support.

Goal Measurable Objective: Improve the identification, tracking and eradication of campus maintenance issues.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2019-2020

03/24/2020

Status of Progress: No Progress Made

IN PROGRESS

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

02/27/2017

Status of Progress: No Progress Made

The absence of an office assistant is still causing a delay in office efficiency. Facilities has been forced into creative methods and means by requesting other admin departments to assist with vacancy, or otherwise leaving the office unattended or locked during regular business hours.

Unit Plan UPDATE TYPE: Update to Unit Goal

Modifications

Modification: Will change the name of this Unit Goal (02/27/2017)

Resource Request in Program Review: Yes

Modification Type: Change to Unit Goal

Why is this modification needed?: Rewriting Unit Goal to sound less like a resource request.

PROGRAM REVIEW [a.adm] | Plant Facilities

In Progress - Deploy additional staff devoted to work order project management. (Active)

Planned Action Description: Project management schedules completed within deadline and within budget.

What are the expected measurable results of the Action?: • Clearly articulated and communicated process for prioritizing facilities projects.

- Clearly identified campus “owner” or “customer” for projects and special requests with defined criterion and processes for programming, resource allocation, and project scheduling.

Planned Initiation Cycle: 2019-2020

Resource Request: Front Office Assistant that will help with construction project management.

Primary Contact Person for Resource Request: Kim Morera

Resource Request Status: Continuing

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES

TOTAL COST ESTIMATE: 91,000

EMPLOYEE REQUEST - Classified: YES

CLASSIFIED REQUEST - Position Title: Front Office Assistant

CLASSIFIED REQUEST - Class Code: C2694

CLASSIFIED REQUEST - Permanent or Temporary?: Permanent

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: Forklift

NONSALARY REQUEST - Equipment/ Supplies Cost: 54000

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2019-2020

03/24/2020

Status of Progress: No Progress Made

IN PROGRESS

Unit Plan UPDATE TYPE: Update to Unit Goal

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.1.1 Improve the frequency and quality of dialogue about SLO/SAO assessment and improvement within programs, disciplines, divisions and the Academic Senate.

EMP Objective 2.1.2 Apply the results of SLO/SAO assessment and dialogue to the ongoing improvement of the curriculum and services.

EMP Objective 2.1.3 Highlight and commend on an annual basis the best practices resulting from SLO /SAO assessment and dialogue.

EMP Objective 2.4.1 Ensure that modifications of facilities optimize flexibility of use and build in appropriate technologies.

EMP Objective 2.4.2 Enhance the safety and cleanliness of the learning and teaching environment.

EMP Objective 2.4.4 Promote student engagement in campus life through creation and/or enhancement of inviting spaces.

EDUCATIONAL MASTER PLAN - Strategic Objectives 4.1.1 - 4.3.1

EMP OBJECTIVE - EMP Objective 4.1.1 Design and implement an initiative to systematically raise the proportion of faculty, staff, students and administrators involved in committees and leadership activities.

EMP OBJECTIVE - EMP Objective 4.1.2 Train the College community in shared governance processes.

PROGRAM REVIEW [a.adm] | Plant Facilities

Unit Goal: Facilities Maintenance: Heating Ventilation Air Conditioning (HVAC) systems

Utilizing available technology and other resources, improve monitoring, control and response times to HVAC issues. And better manage control of energy usage in new and existing buildings.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 02/24/2017

Goal Timeframe: 1-3 years

Goal Priority: Medium

Goal Rationale - Program Review Narrative & Assessment: More buildings and rooms require more maintenance and monitoring and maintaining the buildings energy management system.

Goal Rationale - SLO assessment & reflection: There are approximately 30 buildings around campus, each with its own temperature control systems that are in the process of being linked and monitored. Additionally, new buildings will be coming on line and old buildings going off line. All of them should be linked to one energy management system, which is in process of being designed and implemented through a series of fits and starts. Until the system is implemented and fully functional, we need an interim plan for controlling HVAC systems across campus while holding down our energy usage and costs.

Goal Measurable Objective: Maintain and repair HVAC fan coils at TLC 2 building.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

02/14/2018

Status of Progress: Complete

Funded

Unit Plan UPDATE TYPE: Update to Resource Request

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Planned Actions and Resource Requests

In Progress - Better management control of energy usage in new and existing buildings. (Active)

Planned Action Description: HVAC Technician hiring

What are the expected measurable results of the Action?: Better management control of energy usage in new and existing buildings.

Planned Initiation Cycle: 2016-2017

Resource Request: Electric cart with ladder

Primary Contact Person for Resource Request: Kim Morera

Resource Request Status: New

Request Funding Type: One Time

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: Electric cart with ladder

NONSALARY REQUEST - Equipment/ Supplies Cost: 12000

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.1.1 Improve the frequency and quality of dialogue about SLO/SAO assessment and improvement within programs, disciplines, divisions and the Academic Senate.

PROGRAM REVIEW [a.adm] | Plant Facilities

EMP Objective 2.1.2 Apply the results of SLO/SAO assessment and dialogue to the ongoing improvement of the curriculum and services.

EMP Objective 2.1.3 Highlight and commend on an annual basis the best practices resulting from SLO /SAO assessment and dialogue.

EMP Objective 2.4.1 Ensure that modifications of facilities optimize flexibility of use and build in appropriate technologies.

EMP Objective 2.4.2 Enhance the safety and cleanliness of the learning and teaching environment.

EMP Objective 2.4.4 Promote student engagement in campus life through creation and/or enhancement of inviting spaces.

EDUCATIONAL MASTER PLAN - Strategic Objectives 4.1.1 - 4.3.1

EMP OBJECTIVE - EMP Objective 4.1.1 Design and implement an initiative to systematically raise the proportion of faculty, staff, students and administrators involved in committees and leadership activities.

EMP OBJECTIVE - EMP Objective 4.1.2 Train the College community in shared governance processes.

Unit Goal: Facilities Operations: Classrooms

Ensure the cleanliness and availability of campus classrooms

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 07/01/2017

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: • Established standards for levels of cleanliness for every classroom on a daily, weekly, monthly basis

- Established Process for monitoring and benchmarking standards
- Results of customer satisfaction and campus condition surveys

Goal Rationale - SLO assessment & reflection: • Meets or exceeds 85% of the service standards as by the Association of Physical Plant Administrators (APPA).

- 15 % of operating budget expended for facilities operations
- 21 staff members are assigned to clean 598,414 gross square feet of classroom space vs. actual gross square footage of classroom
- 15% of annual campus budget allocated to Facilities Operations

Goal Measurable Objective: Every classroom is cleaned and inspected daily.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

02/14/2018

Status of Progress: Some Progress Made

Since custodial staffing vacancies have been filled, Plant Facilities is making efforts to meet or exceed standards for levels of cleanliness.

Unit Plan UPDATE TYPE: Update to Unit Goal

Planned Actions and Resource Requests

New - Keep restrooms, classrooms, and all other campus areas clean and sanitary. (Active)

Planned Action Description: Keep restrooms, classrooms, and all other campus areas clean and sanitary.

What are the expected measurable results of the Action?: Clean campus areas.

Planned Initiation Cycle: 2018-2019

Resource Request: 3 custodians

Primary Contact Person for Resource Request: Kim Morera

PROGRAM REVIEW [a.adm] | Plant Facilities

Resource Request Status: New
Request Funding Type: On-going
HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES
TOTAL COST ESTIMATE: 121,000

EMPLOYEE REQUEST - Classified: NO
CLASSIFIED REQUEST - Position Title: Custodian
CLASSIFIED REQUEST - Class Code: C4076
CLASSIFIED REQUEST - Permanent or Temporary?: Permanent

NONSALARY REQUEST - Equipment and Supplies: YES
NONSALARY REQUEST - Equipment/ Supplies Description: 2 electric carts
NONSALARY REQUEST - Equipment/ Supplies Cost: 11000

Unit Goal: Increase campus safety and job related efficiency

Supervision needed at project level while technicians are working in the field. Without this supervision work may not be performed as safely and effectively as needed.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 03/25/2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Without this supervision work may not be performed as safely and effectively as needed. The current plumber has supervisory experience and will be considered for this promotion.

Goal Measurable Objective: Effective leadership lends to a safer and cleaner learning environment for students. Less reports to risk management

Planned Actions and Resource Requests

New - Increase supervision in the field. (Active)

Planned Action Description: Increase supervision in the field.

What are the expected measurable results of the Action?: Less risk management reports to district office.

Planned Initiation Cycle: 2018-2019

Resource Request: Lead Plumber

Primary Contact Person for Resource Request: Kim Morera

Resource Request Status: New

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES

TOTAL COST ESTIMATE: 85,000

EMPLOYEE REQUEST - Classified: YES
CLASSIFIED REQUEST - Position Title: Lead Plumber
CLASSIFIED REQUEST - Class Code: 3342
CLASSIFIED REQUEST - Permanent or Temporary?: Permanent

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.1ea] | POPP

Completion Status 2016-2017 Cycle: Program Review 2016-17 Complete Ready for Validation
Completion Status 2017-2018 Cycle: Program Review 2017-18 Validation Complete
Completion Status 2018-2019 Cycle: Program Review 2018-2019 Validation Complete
Completion Status 2019-2020 Cycle: Program Review 2019-2020 Complete Ready for Validation

Unit Goal: Improve diversity

As of 2012, within the POPP student body, Latinos comprise 85%, African Americans 8%, Whites 6%, Asian/Pacific Islanders 1%. As of 2012, The campus shows the Hispanic population has increased to 41%, the African American declined to 37%, White is 14%, Asian Pacific Islander is 7%. Recruiting efforts to recruit a more racially and ethnically diverse student body within the program should be put in place, and/or metrics showing that under-representation among racial and ethnic groups at POPP does not impact success rates should be shown.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020

Unit Goal Start Date: 10/15/2015

Goal Timeframe: More than 3 years

Goal Rationale - Program Review Narrative & Assessment: Deflated diversity across the student cohort.

Goal Rationale - SLO assessment & reflection: Cultural Diversity, section G.

Goal Measurable Objective: Recruiting efforts should produce a broader diversity of students, and/or data should be analyzed to ensure underrepresented students are nonetheless successful.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2019-2020 02/27/2020

Status of Progress: Some Progress Made

Further progress made. Though Hispanic students do make up the preponderance of the POPP cohort, hiring among graduating students of all races and ethnicities remains high. Through the first two months of calendar year 2020, 33% of full-time POPP students & alumni hired by external law enforcement agencies have been African-American students.

Unit Plan UPDATE TYPE: Update to Unit Goal

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019 02/21/2019

Status of Progress: Some Progress Made

African-American enrollment up to 12% for the calendar year - some progress made.

Unit Plan UPDATE TYPE: Update to Unit Goal

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017 02/13/2017

Status of Progress: Some Progress Made

Diversity remains a target. At the moment, we are seeing more African American students apply, but fewer Asian American students.

Unit Plan UPDATE TYPE: Update to Unit Goal

Modifications

Modification: As with WLAC as a whole, Hispanic/Latinx students continue to remain the highest percentage of students at

PROGRAM REVIEW [i.lea] | POPP

POPP, followed by African-American students and Caucasian students. However, these percentage are even more pronounced at POPP, where Hispanic/Latinx students remain the overwhelming majority.

That said, three new public LA Police Academy Magnet Schools -- which are often major feeders to the POPP program -- are opening in the years ahead. One is in a neighborhood with a predominantly African-American student body, and another is in a neighborhood with a predominantly Caucasian student body, which should help in recruiting efforts and to further diversify the student body. (03/06/2018)

Resource Request in Program Review: No

Modification Type: Change to Planned Action

Unit Goal: Transfer to CSU-LA bachelors in criminal justice program (or other 4-year degree programs)

To increase the number of POPP graduates transferring and earning bachelor's degrees

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019, 2019-2020

Unit Goal Start Date: 03/19/2017

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Our definition of academic success is for all POPP students to earn their Associates degrees with all transfer coursework complete, allowing them to walk out the door with not only a degree, but with privileged application status at the top four-year criminal justice program in the state – AND an offer in hand to begin a career with the LAPD. This is the truest and highest possible measure of success.

We are cementing a partnership with the CSU-LA School of Criminalistics and Criminal Justice in order to give WLAC's POPP graduates priority consideration for transfer into the bachelor's degree program in Criminal Justice at CSU-LA. In summer 2016, 2 POPP graduates successfully transferred; in summer 2017, 9 POPP graduates successfully transferred; for summer 2018, over 20 POPP graduates have been accepted to transfer into CSU-LA (and other CSU school sites).

By offering a next step, and a next step, and a next step, we aim to keep students motivated -- and it has worked. 95% of students who began the 2017-2018 school year with POPP completed their studies, a rate of student retention on par with that of the Ivy Leagues! Of the just four students who exited early this past school year, two did so because they reached their professional dreams even earlier than expected: they were offered and accepted full-time employment by the L.A. Sheriff's Department and the LAPD.

(Of course, transfer to any bachelor's degree-granting institution, at a student's discretion, is supported and should be considered a success.)

Goal Rationale - SLO assessment & reflection: Students who see the long-term opportunities of a scholastic program stick with that program

Goal Measurable Objective: Degrees granted; transfers to CSU (or other 4-year programs)

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2019-2020

02/27/2020

Status of Progress: Some Progress Made

Out of 21 applicants, 12 students from the graduating class of 2019 did transfer to 4-year universities, which was in the target range of 10-15 students.

28 students from the graduating class of 2020 have applied to transfer to 4-year universities, and a target range of 15-20 students attending by this time next year has been set.

Unit Plan UPDATE TYPE: Update to Unit Goal

PROGRAM REVIEW [i.lea] | POPP

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

02/21/2019

Status of Progress: Some Progress Made

21 students applied to transfer during fall 2018 for fall 2019 matriculation. Target number of transfers for fall 2019 of 10-15 students.

Unit Plan UPDATE TYPE: Update to Unit Goal

Unit Goal: Increase employment: Associate Community Officer Program (A-COP)

To increase student CTE employment AND student retention

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2017-2018, 2018-2019, 2019-2020

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Students in CTE programs are interested in education AND careers. POPP's definition of academic success is for all POPP students to earn their Associates degrees with all transfer coursework complete, allowing them to walk out the door with a degree and an opportunity to pursue a bachelor's degree – AND an offer in hand to begin a career with the LAPD. This is the truest and highest possible measure of success.

The LAPD and the mayor's office have joined forces this academic year to create A-COP, the Associate Community Officer Program. With initial funding of over \$1,000,000 per year, the program aims to support the goals of young students interested in careers in law enforcement. Students are hired at police stations as part-time or full-time employees with the LAPD. This prepares them for careers, even before they reach the age of 21, when they can apply for entrance into the police academy.

Currently, over 20 of WLAC's POPP students and graduates have successfully begun employment with the LAPD via this program. Additionally, this year, two students reached their professional dreams even earlier than expected: they were offered and accepted full-time employment by LAPD via this program.

By supporting A-COP and with it, real career and technical employment, the career and technical *education* that WLAC and POPP offer to students continue to be second to none. This also creates an atmosphere that encourages retention: with real employment opportunities so clear on the horizon, 95% of WLAC students who began the 2017-2018 school year with POPP completed their studies, a rate of student retention on par with that of the Ivy Leagues!

Of the just four students who exited early this past school year, two did so because they reached their professional dreams even earlier than expected: they were offered and accepted the aforementioned full-time employment. However, even they are not lost to WLAC academically: as these young people are allowed to continue their studies on the job, each has plans to complete their final coursework to earn their degrees, albeit across a slightly longer timeline -- even while serving as a beacon to other students that the POPP CTE program does work.

Goal Rationale - SLO assessment & reflection: Students who see the long-term value of school STAY in school

Goal Measurable Objective: Student retention, graduation, and job placement

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2019-2020

02/27/2020

Status of Progress: Some Progress Made

The A-COP program is taking steps to increase its total of part-time student hires from 50-60. POPP students will again be offered primary consideration for these positions, and it is the goal of the program to continue to help students earn part-time municipal jobs working in law enforcement even as they complete their studies.

It should be noted that of the 9,000 College Promise students city-wide, 20 were selected for the Mayor's Young Ambassador Program in spring 2020. Of those 20, 5 were POPP students.

Unit Plan UPDATE TYPE: Update to Unit Goal

PROGRAM REVIEW [i.lea] | POPP

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

02/21/2019

Status of Progress: Significant Progress Made

Major progress. Approximately 40-50 POPP students currently employed part-time/paid by City of LA / LAPD.

Unit Plan UPDATE TYPE: Update to Unit Goal

Unit Goal: Fundraising to improve POPP satellite campus and co-curricular student educational opportunities

To raise funds to improve WLAC's satellite campus at POPP, as well as to offer WLAC's students at POPP improved co-curricular student educational opportunities.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019, 2019-2020

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Knowledge of legal procedures can be taught in the classroom -- and it is, alongside English, mathematics, political science, et al. Understanding of the world at large, however, requires interactive, immersive learning. The goal is not only to help students know what facts lie in a textbook, but also to help students become able to consider and understand what lies in the consciousnesses and minds of people.

Extensive research has shown that co-curricular educational opportunities delivered outside the classroom benefit students' learning, critical thinking skills, capacity for empathy, and tolerance. EducationNext -- a research journal dedicated to education policy, edited and distributed by the Kennedy School of Government at Harvard University -- recently published a paper speaking to this, noting that the positive effects gleaned from co-curricular learning were especially pronounced among minority and low-income students. "The benefits of a school tour are generally much larger for students from less-advantaged backgrounds... minority students typically show gains that are two to three times larger."

Similarly, a paper published by Emily Whitesell from the NYU Graduate School of Public Service found that field trips to informal educational institutions had substantive effects on subject matter knowledge and proficiency, with, again, especially pronounced effects for Hispanic students and those who come from low-income backgrounds. "For disadvantaged students in particular," she wrote, "field trips can be an important contributor to academic outcomes."

With that in mind, POPP engages in extensive fundraising to support co-curricular student activities, including trips to plays, museums, National Historic Sites (such as the Manzanar internment camp), and marine science sites (such as USC Wrigley Marine Science Center). This brings learning to life and is FUN, keeping students engaged and returning to the classroom to learn.

Similarly, POPP engages in extensive fundraising to provide students with needs at the satellite site that WLAC cannot provide. This includes high-speed wireless internet access and gym facilities, in order to keep students physically fit and engaged -- which, in turn, keeps them focused and successful in the classroom.

Goal Rationale - SLO assessment & reflection: Engaged, active students who enjoy school STAY in school

Goal Measurable Objective: Student retention

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2019-2020

02/27/2020

Status of Progress: Some Progress Made

Fundraising efforts continue as needed.

Unit Plan UPDATE TYPE: Update to Planned Action

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

02/21/2019

Status of Progress: Significant Progress Made

Major fundraising achieved for student facilities and programs raised in 2018-2019 calendar year.

PROGRAM REVIEW [i.lea] | POPP

Unit Plan UPDATE TYPE: Update to Unit Goal

Planned Actions and Resource Requests

Completed - Purchase / replacement of 3 classroom laptops (Active)

Planned Action Description: We'd like to purchase three Chromebooks for classrooms at the WLAC satellite POPP campus site (the LAPD-ARTC building), at a total cost of \$1,141.53. The vendor (CDW) has been pre-approved by the IT office, and the hardware (Asus Chromebook Flip) is standard, highly rated, inexpensive, commonly used in education, and in stock at the vendor.

This purchase comports with the technology plan for the WLAC LAPD-ARTC facility initially put in place in 2016.

Planned Initiation Cycle: 2018-2019

Resource Request: Three (3): Asus Chromebook Flip C213SA YS02

Total quoted cost, including tax and shipping is \$1,141.53.

Primary Contact Person for Resource Request: Eric Brach

Resource Request Status: Continuing

Request Funding Type: On-going

Extended Description for Complex Requests: The WLAC classrooms in the LAPD-ARTC building have never been outfitted with desktop computers. Therefore, laptops are used exclusively.

The students and faculty predominantly use Chromebooks, purchased by WLAC for reasons of economy and IT security. (Due to distance from main campus and security factors, the LAPD-ARTC building is not part of the WLAC intranet/internet.)

Chromebooks are used by faculty as projection devices for presentations and lectures, and are used by students for note-taking and to take online quizzes and tests in Canvas.

We have 6 laptops total for the 4 classrooms and 90-100 students at the site. (This is the low side of manageable, but that is by design). The laptops are all three years old, purchased via WLAC equity funds in 2016 for classroom & student use. With a 3-5 year projected lifespan, our plan was to replace 3 of the computers in 2019 and 3 in 2021, with continuing replacements of half the stock every 2-3 years.

TOTAL COST ESTIMATE: \$900

New - Purchase of 25 graphing calculators (Active)

Planned Action Description: As per the request of the Math department, we would like to request the purchase of 25 graphing calculators for use in Math 227 (statistics).

What are the expected measurable results of the Action?: Every student will have direct access to a graphing calculator, which is used in Math 227 (statistics), a class that every ADT student earning an AS-T in Administration of Justice at POPP takes.

Planned Initiation Cycle: 2019-2020

Resource Request: As per the request of the Math department, we would like to request the purchase of 25 graphing calculators for use in Math 227 (statistics).

Though this is a one-time resource request, this educational resource is envisioned to be evergreen, as the POPP program would maintain custody of these calculators year-over-year and would issue them to students for student use one semester at a time.

Primary Contact Person for Resource Request: Eric Brach

Resource Request Status: New

Request Funding Type: One Time

Extended Description for Complex Requests: POPP already owns 24 graphic calculators -- together, this would ensure that each 2nd year student (i.e., every student taking Math 227) has access to a graphing calculator.

TOTAL COST ESTIMATE: \$2500

PROGRAM REVIEW [i.lea] | POPP

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.lea] | Puente

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete
Completion Status 2017-2018 Cycle: Program Review 2017-18 Validation Complete
Completion Status 2018-2019 Cycle: Program Review 2018-2019 Complete ready for Validation

Unit Goal: Increase the number of university transfers

Provide for the necessary resources for the timely transfer to institutions of higher learning

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2018-2019

Unit Goal Start Date: 10/15/2014

Goal Timeframe: More than 3 years

Goal Priority: High

Goal Measurable Objective: Depending upon the provision of adequate college course offerings and resources to both the students and staff of Puente, we hope to graduate/transfer at least 30% of Puente participants every three years.

Planned Actions and Resource Requests

In Progress - Improve student completion rate (Active)

Planned Action Description: Facilitate course delivery and class instruction

What are the expected measurable results of the Action?: Increase number of participants in the Puente Program by collaborating with DRC by having a dedicated counselor

Planned Initiation Cycle: 2018-2019

Resource Request: Hire a full-time tenure track Puente/DRC counselor

Primary Contact Person for Resource Request: Angeles Abraham

Resource Request Status: New

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

TOTAL COST ESTIMATE: \$100,000.00

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Discipline: Counseling

FACULTY REQUEST - Why is this position needed at this time?: The program had the full-time counselor pass away. Therefore, needs replacement. State agreement states we need a full-time counselor committed. Combining this position with Dream Center.

ADDITIONAL COMMENTS - Possible funding sources: The counselor passed away November 2018. Students have no stable support since then. Need to replace ASAP.

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] | Science: Biological Sciences

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete

Completion Status 2017-2018 Cycle: Program Review 2017-18 Validation Complete

Completion Status 2018-2019 Cycle: Program Review 2018-2019 Complete ready for Validation

Unit Goal: Implementation of Life Science Discipline's Virtual Teaching Methodologies

Goal 1 describes the implementation of virtual teaching tools to be used with many of the existing traditional teaching methods already in use by the Discipline.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2015

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Today's Life Science teaching methodology is a mixture of traditional methods, like lectures and laboratories, with virtual approaches that demonstrate concepts without the need for equipment that can often be expensive and difficult to operate. In Anatomy, virtual dissection programs allow our students the opportunity to dissect cadavers rather than animals, a tool that is outdated, expensive and can pose a significant biohazard following use.

As such, Unit Goal #1 has been carried over from last year's Program Review and has been modified. This modified goal outlines the "digitization" of the Anatomy Program through the purchase of the Anatomage Table for virtual dissection of a human cadaver without the need to purchase a cadaver from a willed body program. The Anatomage table is a technologically advanced virtual dissection table for anatomy education displaying a life-sized cadaver. The ultra-high quality images of the cadaver can be used to study each organ system at the highest level of detail. It has a wide range of applications, including virtual displays of animal dissections - thus allowing for comparative anatomy education; CT, X-Ray and Histology specimens - allowing instructors the ability to relate what the students are learning to the clinical situation; and embryological development - allowing for the expansion of the anatomy curriculum.

Digital anatomy materials such as the Anatomage Table outlined in the new Resource Request will allow for more in-depth exploration of human anatomy without the need to acquire and dissect human cadavers. The conversion from dissected cadavers to virtual cadavers will eliminate the regulatory requirements associated with the use of a cadaver (e.g. HIPAA regulations). Being able to use virtual cadavers will also eliminate the need for animal materials currently being used in place of human materials. This will eliminate the potential biohazard of having preserved animal materials in the anatomy room and will also eliminate the costs for disposing of these materials multiple times per year.

The Anatomage Table is employed world-wide. Within the LA basin, Compton High Schools are now using the table as part of the science curriculum. Recent studies have shown an increase in student exam scores by schools using the Anatomage table. However, no LACCD campus currently uses one. Purchase of an Anatomage Table would make WLAC the first LACCD campus to completely digitize the anatomy curriculum and transition away from animal-based dissection materials.

This Unit Goal is specific, realistic and attainable within a timely frame. It is also measurable as student enrollment, retention and success rates would improve with such a modern teaching tool. It also links to several aspects of the College's Master Ed Plan. It is associated with a modified Planned Action and new Resource Request.

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

Goal Rationale - SLO assessment & reflection: This Unit Goal directly addresses the Institution SLO of Technological Competence: Utilize the appropriate technology effectively for informational, academic, personal, and professional needs. This Unit Goal also applies to the Biology Program SLO #2: Explain how living things are organized, (reproduce, acquire matter & energy and inherit & express genetic information).

Goal Measurable Objective: A. An increase in student enrollment within the Life Sciences Division. The inclusion of more advanced teaching methods, such as the Anatomage table, would attract a wider range of students that wish to incorporate these methodologies into their learning.

B. An increase in student success as the virtual teaching tools give our students the chance to more-fully explore several Anatomy concepts at their own pace and at a deeper level.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/21/2019

Status of Progress: No Progress Made

This Unit Goal is ongoing as the previous Program Review's Resource Request associated with the Unit Goal was not funded. A new Resource Request has been made

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Not Funded

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: Purchase of Virtual Dissection Anatomage Table for Anatomy laboratories (03/22/2019)

Resource Request in Program Review: Yes

Modification Type: Change to Resource Request

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/07/2018

Status of Progress: Significant Progress Made

Significant progress has been made this past year in the conversion of our anatomy and physiology courses to a more virtual methodology. Microsoft Surface tablets have been purchased and loaded with virtual anatomy software programs. The virtual physiology Bio-Pac systems are currently in use in Physiology 001. These systems will allow us to move away from more dated methods of teaching to ones that are more relevant, modern and flexible.

Unit Plan UPDATE TYPE: Update to Unit Goal

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: The conversion to a more virtual, computer-based teaching methodology will be continued with the Anatomy curriculum. A modified Unit Goal to "digitize" Human Anatomy is being included in this year's Program Review (03/07/2018)

Resource Request in Program Review: Yes

Modification Type: Change to Unit Goal

What modification is needed?: Purchase of new digital anatomy teaching materials

Why is this modification needed?: Digital anatomy materials such as the Anatomage Table outlined in the new Resource Request will allow for more in-depth exploration of human anatomy without the need to acquire and dissect human cadavers.

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

03/04/2017

Status of Progress: Some Progress Made

The original Unit Goal detailed a request for Microsoft Surface tablets and Anatomy and Physiology software programs so our Anatomy and Physiology students could enhance their learning experience by becoming exposed to more relevant teaching materials. Four Microsoft Surfaces were purchased from the 2015/2016 Program Review and were just received. No funds were given for the purchase of any software or tablet apps. Therefore, this modified Unit Goal now requests funds for the purchase of software programs. A new Unit Goal for the purchase of 4 additional Microsoft Surfaces is also included

Unit Plan UPDATE TYPE: Update to Unit Goal

Description and Analysis of Outcome Measures: None yet since this Unit Goal has not been fully implemented

For Resource Requests: Status of Previous Request: Fully Funded

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: The intent of the original Unit Goal remains unchanged. However, modifications to this Unit Goal are proposed for this Program Review cycle. The first modification will be the implementation of Virtual Anatomy Methodologies through the purchase of several virtual anatomy software programs/apps. These tools will be deployed in our Anatomy and Physiology classrooms in the 2017/2018 academic year using our recently acquired Microsoft Surface Tablets. A modified Resource request for the purchase of this supportive software is associated with this Unit Goal. In order to expose as many Life Sciences students to these virtual teaching methods, 4 new Microsoft Surface Tablets are also being requested in a new Resource Request.

The second modification is the removal of the introduction of hybrid classes within our Science Division. This aspect of the original Unit Goal will be addressed in a future Program Review.

(03/04/2017)

Resource Request in Program Review: Yes

Modification Type: Change to Unit Goal

What modification is needed?: In order to effectively use our Microsoft Surfaces in the classroom, Virtual Anatomy software programs and apps will need to be purchased. The cost for these virtual tools will be in the form of a modified Resource Request. Once software and apps are purchased, these virtual teaching methods can be implemented.

Why is this modification needed?: To properly implement the original Unit Goal, virtual anatomy software packages will be required.

Planned Actions and Resource Requests

Technology - Purchase of Virtual Anatomy Software (Active)

Planned Action Description: This resource request outlines the purchase of clinically relevant virtual anatomy software programs and apps for the teaching of human anatomy by means of more modern methodologies.

What are the expected measurable results of the Action?: Patricia Zuk, PhD
Bryon Curletto, MS

Resource Request Status: Continuing

Request Funding Type: One Time

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 2000

EMPLOYEE REQUEST - Faculty: NO

NONSALARY REQUEST - Equipment and Supplies: YES

ADDITIONAL COMMENTS - Further Justification for the Resource Request: This Resource Request of \$2000 is for the purchase of relevant and modern virtual anatomy programs. In addition, this request includes the purchase of anatomy apps for the Microsoft Surface tablets that were purchased from the 2015-2016 Program Review. Since many programs and apps are reasonably priced (approximately \$20) they must be purchased for each individual tablet. Therefore, a cost of \$100 per tablet is requested for these programs and apps.

Virtual anatomy programs

VH Dissector lifetime license - \$170 per tablet + 1 desktop teaching computer = Total cost (without taxes) = \$850

Human Anatomy Atlas license - Visible body - \$150 per tablet + 1 desktop teaching computer = Total cost (without taxes) = \$750

Virtual anatomy apps

Acland Anatomy

Iso-form Bone Box

Essential Anatomy 5 - 3d4 medical suite inc.

Muscle System Pro - 3d4 medical suite inc.

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

ADDITIONAL COMMENTS - Possible funding sources: Grants

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

03/04/2017

Status of Progress: No Progress Made

Four Microsoft Surface Tablets were received on 03/2017. These tablets were funded from last year's Program Review. However, no supportive software was funded. Therefore, these tablets have not been added to the Life Science curriculum as of yet. Funding for software will allow us to incorporate these tablets into laboratories.

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Not Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: The Microsoft tablets purchased from last year's Program Review have no Anatomy and Physiology software programs because their purchase that was first detailed in the original Resource Request was not funded. This modified Resource Request is critical to the effective use of the Microsoft Surfaces purchased through the previous Program Review.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: The original Resource Request requested Microsoft Surface tablets in addition to educational software packages and programs. The funded Resource Request of \$6400 was enough to purchase 4 Microsoft Surface Tables. No software licenses or tablet apps were purchased from this Resource Request. Therefore, this modified Resource Request details the purchase of Life Sciences educational software and apps compatible with the Microsoft Surfaces (03/04/2017)

Resource Request in Program Review: Yes

Modification Type: Change to Resource Request

What modification is needed?: A modified Resource Request of \$2500 is proposed for the purchase of relevant and modern virtual anatomy and physiology programs for the Microsoft Surface tablets that were purchased from the 2015-2016 Program Review. Since many apps are reasonably priced (approximately \$20) they must be purchased for each individual tablet. Therefore, a cost of \$100 per tablet is requested for these apps. Virtual anatomy software programs will be purchased through site licensing. Five site licenses will be purchased for the four Surfaces and the one teaching desktop computer.

Virtual anatomy programs - 5 licenses

1. VH Dissector lifetime license - \$170 per tablet + 1 desktop teaching computer = Total cost (without taxes) = \$850
2. Human Anatomy Atlas license - Visible body - \$150 per tablet + 1 desktop teaching computer = Total cost (without taxes) = \$750
3. Acland Anatomy - \$99.95 per tablet + 1 desktop teaching computer = Total cost = \$500

Virtual anatomy and physiology apps - for each tablet

e.g. Essential Anatomy 5 - 3D4 Medical Suites

4 tablets at \$100 each tablet = \$400

Why is this modification needed?: These software programs and apps are required for the effective use of the Microsoft Surfaces purchased through last year's Program Review

Equipment - Purchase of Bio-Pac Virtual Physiology Simulation systems (Active)

Planned Action Description: This resource request is for the purchase of an additional four BIO-PAC virtual Human Physiology simulation systems and computer stations for incorporation into our Physiology curriculum. These systems would allow our students to perform multiple diagnostic labs that illustrate major physiologic concepts without the difficulty and time needed to properly set-up conventional labs.

With the handheld BIO-PAC units purchased last year, group sizes are currently on the order of ten students per group - an untenable size in terms of effectiveness. With 4 additional handheld units we will be able to move closer toward 6 students per group which will facilitate better learning of the materials.

In addition to the BIO-PAC system, the Resource Request also contains PC desktops that are critical for the operation of these systems. Without these systems, students will not be able to properly document their laboratory results.

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

What are the expected measurable results of the Action?: Patricia Zuk, PhD
Bryon Curletto, MS

Resource Request Status: Continuing

Request Funding Type: One Time

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 13,500

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: This resource request of \$15,000 will allow for the purchase of four MP45 Introductory BioPac Student Lab (BSL) systems from BIOPAC Systems. Each system has been quoted by the BIOPAC representative at \$2650 (including shipping and taxes) and includes all materials for running multiple, clinically-relevant physiology labs and the required software. Included in this Resource Request is the projected cost of 4 Dell desktop stations (monitor, hard drive and printer) that will run the included BSL4 software.

4 BIO-PAC BSL MP45 Introductory System \$2650 per unit X 4 = \$10,600.00

4 Desktop packages (Dell Optiplex - hard drive, monitor, printer) - \$550 per package X 4 = \$2,200.00

4 HP laser jet printers with USB cable and toner cartridge - \$175 per package X 4 = \$700.00

Total cost = \$13,500.00

Each BSL MP45 BIO-PAC System includes:

MP45 2 channel data acquisition system

BSL4 Software package

Searchable PDF manuals

2X Electrode Sets

Disposable Electrodes

Headphones

Electrode abrading pads

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

03/04/2017

Status of Progress: Complete

Bio-Pac Virtual Physiology Laboratory equipment has been purchase through last year's Program Review. The equipment has been received and will be added to the 2017/2018 academic year

Unit Plan UPDATE TYPE: Update to Resource Request

Description and Analysis of Outcome Measures: to be determined

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Equipment - Development of a Field Biology/Environmental Laboratory (Active)

Planned Action Description: This request outlines the purchase of additional Environmental Science & Field Biology equipment that would form the core of a new Field Biology & Environmental Science Lab. This equipment would be used in the instruction of both the Biological Science Division's Biology 10/Field Biology students and Environmental Science students. It would be capable of providing students instruction in relevant and timely multi-disciplinary science topics such as air and water pollution and their effect on biological life.

The Resource Request should be linked to Unit Goal #3

What are the expected measurable results of the Action?: Patricia Zuk, PhD
Vered Mirmovitch, PhD

Resource Request Status: New

Request Funding Type: One Time

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: \$7,200

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: The Resource Request for \$7200 is for the purchase of the following lab materials that would be used by both Field Biology and Environmental Sciences.

4X salinity refractometers - 4 X \$250 each = \$1000

Air quality analysis equipment (5 packages at \$800 each) = \$4000

Water quality analysis equipment (2 set-ups at \$250 each)= \$500

6X Digital thermometers = \$50 each X 6 = \$300

4X handheld pH meters - \$350 each X 4 = \$1400

Total cost = \$7200

NONSALARY REQUEST - Equipment/ Supplies Cost: 7200

ADDITIONAL COMMENTS - Further Justification for the Resource Request: This Resource request (from last year's Program Review) was not completed. Funds from that PR were used to purchase a low-temp freezer that was deemed a priority over the equipment listed in this Resource Request.

Therefore, a modified version of that resource request is shown above

Several of the pieces of equipment (i.e. refractometers, pH meters) could also be used by Biology and Biochemistry - enhancing the multi-disciplinary approach to our Life Science program

Technology - Purchase of Microsoft Surface Tablets for Virtual Life Sciences Curriculum (Active)

Planned Action Description: This resource request outlines the purchase of 4 additional Microsoft Surface tablets for implementation in our Life Sciences classrooms. These tablets will be loaded with anatomy and physiology programs and apps and used by our students to supplement their traditional laboratories

What are the expected measurable results of the Action?: Patricia Zuk, PhD

Resource Request Status: New

Request Funding Type: One Time

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: \$6400

EMPLOYEE REQUEST - Faculty: NO

NONSALARY REQUEST - Technology: YES

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: Today's students rely heavily upon tablet and smartphone apps and programs to learn human anatomy and physiology. However, not all students have modern tablets to facilitate their learning of these topics. The purchase of 4 Microsoft Surface tablets will bring the Discipline total to 8. This number is sufficient for a typical Life Science classroom of 32 students.

ADDITIONAL COMMENTS - Further Justification for the Resource Request: This resource request of \$6400 is for the purchase of 4 Microsoft Surface tablets at a reduced educational cost of \$600 per unit.

4 Microsoft Surface 3 tablets (128 GB, 4GB RAM, Wi-fi) = \$600.00 each with educational discount

4 Microsoft Surface 3 Pens = \$45.00 each with educational discount

Total cost (without taxes) =

In Progress - Adopt virtual teaching tools and methodologies for Life Sciences curriculum (Active)

Planned Action Description: To continue this revised Unit Goal, the Life Sciences discipline will purchase and integrate into its curriculum the Anatomage Table to complement the previously purchased Microsoft Surface Tablets loaded with virtual

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

anatomy programs.

What are the expected measurable results of the Action?: A. Increased performance and success rates of Life Sciences students

- B. Increased enrollment within Life Sciences discipline from outside students
- C. Increased retention and enrollment within other health science pre-requisites # e.g. physiology, microbiology
- D. Increased interaction with other campus divisions such as the Allied Health Division

Planned Initiation Cycle: 2018-2019

Resource Request: The Anatomage Table is a technologically advanced, life-sized human virtual dissection table for anatomy education that will allow us to present human anatomy in conjunction with our demonstration cadaver. The Table will also allow us to teach our students the systems of the human body without the need for animal materials.

Primary Contact Person for Resource Request: Patricia Zuk, PhD

Resource Request Status: Continuing

Request Funding Type: One Time

TOTAL COST ESTIMATE: \$88,000

EMPLOYEE REQUEST - Faculty: NO

EMPLOYEE REQUEST - Classified: NO

NONSALARY REQUEST - Technology: YES

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: Anatomage Table Convertible + Digital Library Table = \$78,000.00

includes:

- 1 year Warranty
- Software Upgrade
- Tech Support - On-site Training
- InVivo5 3D Imaging Software with Medical Design Studio
- Table Cover = \$250.00
- Shipping and Handling = \$1,875

Total cost \$87,925

NONSALARY REQUEST - Technology Cost: 88000

Related Documents:

[Anatomage Proprietary Equipment Certificate.pdf](#)

[Anatomage Table Brochure.pdf](#)

[Anatomage Tables - West LA College_V1.pdf](#)

Completed - Enhance the multi-disciplinary classes and labs for biological science students (Active)

Planned Action Description: This year will see continued consultation between the Biological Sciences, Environmental Sciences, Biochemistry and Physics faculty for the improvement of our multi-disciplinary approach to our science curriculum. New Biochemistry and Physics hires will be an integral part of these consultations. To expand and improve how Environmental Sciences intersects with Biology 10, equipment for soil, water and air analysis will be purchased. Env Sci and Field Biology will utilize shared laboratory space containing these common pieces of equipment. Biochemistry and Biology 6 labs that share common themes and outcomes will be developed and common equipment purchased. Input from the Chemistry department will also be sought for these labs. Finally, Physics and Physiology faculty will develop several laboratories that can be offered in both courses in the next academic year. All proposed equipment purchases are outlined in the appropriate Resource Requests.

What are the expected measurable results of the Action?: A. Creation and utilization of a Field Biology/Environmental Sciences lab capable of modern environmental testing.

B. Development of Biology 6/Biochemistry labs that share common outcomes for implementation in 2017/2018 academic

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

year

C. Development of a Biophysics laboratories ready for implementation in 2017/2018 academic year

Planned Initiation Cycle: 2016-2017

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.4.2 Enhance the safety and cleanliness of the learning and teaching environment.

EMP Objective 2.4.3 Expand the use of up-to-date technology for teaching and learning.

Unit Goal: Enhance the multi-disciplinary approach to the Life Sciences curriculum

This modified Unit Goal is a continuation of the the Unit Goal from the 2016-2017 Program Review cycle.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2016

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Effective teaching methodologies in science recognize that science is a multi-disciplinary field. Environmental Science and the study of Climate Change are two examples of such fields. Currently, the Science Division is developing more relevant Environmental Science courses. In addition, Environmental Science and Earth Science faculty have begun the process of creating a multi-disciplinary Climate Change Studies program. This unique program will include courses from the Science Division, along with those from others such as business, ethics and legal. The resulting Climate Change Studies program will be the first of its kind to be offered within the LACCD and in the geographic area.

The Life Sciences, with Biology 10 Natural History and its Environmental Science courses will be part of this program, either through direct incorporation into the curriculum or through the fulfillment of prerequisites.

The Life Sciences discipline will support the Climate Change Studies program by upgrading its infrastructure. Specifically, this modified Unit Goal proposes the replacement of the Science Division's existing greenhouse and teaching gardens with ones that are more modern and capable of effectively demonstrating many of the fundamental concepts of climate change and its impact on the surrounding environment. These upgraded infrastructure will provide both our Environmental Science students and the students in the Climate Change Studies program with a more hands-on approach to their studies, giving them a better understanding of the environment and climate change and how climate change can be mitigated through scientific approaches. The new infrastructure will also have a direct and positive impact on existing Life Science courses such as Biology 7 and Biology 10.

This Unit Goal fulfills many of the College's Master Ed plans within Section 2.4. This Unit Goal is also specific, realistic and attainable within a timely frame. It is also measurable as student enrollment, retention and success rates would improve with this infrastructure upgrade. This modified Unit Goal is associated with a modified Planned Action and new Resource Requests.

Goal Rationale - SLO assessment & reflection: This Unit Goal directly addresses the Institution SLO of Technological Competence: Utilize the appropriate technology effectively for informational, academic, personal, and professional needs.

Goal Measurable Objective: A. Increased use of upgraded infrastructure by Life Science and Physical Science courses

B. Use of upgraded infrastructure by the Climate Change Studies Program

C. Increased enrollment in Environmental Science, Field Biology and Climate Change Studies Program

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/21/2019

Status of Progress: Some Progress Made

Significant progress to this Unit Goal has been made this past year, including the purchase of shared equipment for biology and biochemistry, biology and physics and biology and environmental sciences. With the approval of the Climate Change & Environmental Studies Associate degree, new Resource Requests are being proposed for this modified Unit Goal

Unit Plan UPDATE TYPE: Update to Unit Goal

For Resource Requests: Status of Previous Request: Partially Funded

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: With the approval of the Climate Change & Environmental Studies Associated Degree, significant changes to the Science Division curriculum will result as new climate change courses are added (Environmental Science 24) and enrollment levels in existing courses (Biology 10/Field Biology, Geography 1 & 15, Environmental and Earth Science courses) increase. Part of this degree program will required the creation of new laboratories that strive to combine many aspects of biology, environmental science, chemistry and physics. Therefore, a new Resource Request for the appropriate equipment is being made this Program Review cycle (03/21/2019)

Resource Request in Program Review: Yes

Modification Type: Change to Resource Request

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

02/19/2018

Status of Progress: Significant Progress Made

Significant progress to this Unit Goal has been made this past year, including the purchase of shared equipment for biology and biochemistry, biology and physics and biology and environmental sciences. Upon arrival of this equipment, common laboratories will be designed and implemented in upcoming academic years. Many of these laboratories could become part of a proposed Climate Change Studies program. Additional Resource Requests are being proposed for this modified Unit Goal

Unit Plan UPDATE TYPE: Update to Unit Goal

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: Participation of the Life Sciences Discipline in the proposed Climate Change Studies program (02/19/2018)

Resource Request in Program Review: Yes

Modification Type: Change to Unit Goal

What modification is needed?: Participation in the proposed Climate Change Studies program - which is included in the Earth Sciences program review - will require modernization of existing Life Science infrastructure, such as the greenhouse.

Why is this modification needed?: In order to continue to expand our multi-disciplinary approach to the Life Sciences curriculum, our discipline will participate in the Climate Change Studies program proposed by the Earth Science discipline. This unique, multi-disciplinary program will include courses from the Science Division, along with those from others such as business, ethics and legal. The resulting Climate Change Studies program will be the first of its kind to be offered within the LACCD and in the geographic area.

The Life Sciences, with Biology 10 Natural History and its two Environmental Science courses will be part of this program, either through direct incorporation into the curriculum or through the fulfillment of prerequisites. Therefore, this Unit Goal has been modified to propose the modernization and expansion of the infrastructure that will be used these three courses.

Specifically the Life Sciences division will support the Climate Change Studies program through the replacement of its existing greenhouse and teaching gardens with ones that are more modern and capable of effectively demonstrating many of the fundamental concepts of climate change and its impact on the surrounding environment. This hands-on approach by the program's students will give them a better understanding of climate change and how it can be mitigated through scientific processes. This hands-on approach will also have a direct and positive impact on existing Life Science courses such as Biology 7, Biology 10 and the two Environmental Science courses.

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

03/04/2017

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

Status of Progress: Some Progress Made

Progress in the development of potential Biophysics program was recently made with the purchase of several pieces of equipment. These pieces will be used for the creation of new Biophysics laboratories that may be implemented in the 2017/2018 academic year. These Biophysics laboratories are also adaptable so that they may become part of the Physiology curriculum.

Unit Plan UPDATE TYPE: Update to Unit Goal

Description and Analysis of Outcome Measures: in progree

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: Creation of multi-disciplinary Life Science Laboratories (03/04/2017)

Resource Request in Program Review: Yes

Modification Type: Change to Unit Goal

What modification is needed?: The original Unit Goal has been refined and now proposes the creation of several multi-disciplinary laboratories rather than a program.

Why is this modification needed?: The scope of creating multi-disciplinary laboratories is more attainable in the next academic year.

Planned Actions and Resource Requests

Supplies - Purchase of Biophysics Laboratory Equipment (Active) (Active)

Planned Action Description: This request outlines the purchase of Biophysics lab materials that could not only be used in the continuing development of a Biophysics curriculum over the next academic year. However, this equipment but could be used in other Science Division courses such as Physics, Anatomy and Physiology. Such pieces of equipment would be used to show students how muscles act as levers and how the eye refracts and focuses light rays. These pieces of equipment will be incorporated into the existing Physics and Physiology curricula and used to determine how best to develop a separate Biophysics course.

What are the expected measurable results of the Action?: Patricia Zuk, PhD
Elizabeth Bell, M.S

Resource Request Status: Continuing

Request Funding Type: One Time

TOTAL COST ESTIMATE: 3000

ADDITIONAL COMMENTS - Further Justification for the Resource Request: PASCO Human Eye model = $\$235.00 \times 2 = \470

PASCO Human Arm contraction model = \$560

PASCO Force Platform = $\$275.00 \times 2 = \550

PASCO Biophysical sensors =

Total cost = \$2,555

Total approximate cost (with taxes and shipping) = \$3,000

The requested Force platform is capable of measuring large forces applied over a wide area, Force Platforms are an excellent tool for exploring forces on the human body.

The Human Arm Model simulates the muscles and motion of an actual human arm. The Arm can perform many types of motion such as extending and lifting an object, curling, or throwing a ball overhand. Different arm muscles can be activated and static force measured at various arm positions. Changes in position can be measured at the shoulder and elbow and the torque applied when lifting an object determined. Also, students can evaluate the work done by the arm in throwing a ball and the resulting kinetic energy delivered to the ball.

The Human Eye Model can be used to study how the eye create images for normal vision, far-sightedness, near-sightedness and astigmatism. Additional lenses can placed in front of the eye to correct for vision problems.

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

02/19/2018

Status of Progress: Complete

Several pieces of equipment for the creation of new Biophysics laboratories were purchased during the 2016/2017 and 2017/2018 academic years. These pieces of equipment were recently received and will become part of the Physics curriculum in the 2018/2019 academic year. Once their feasibility has been assessed these Biophysics laboratories will be adaptable so that they may become part of the Physiology curriculum.

Unit Plan UPDATE TYPE: Update to Resource Request

Description and Analysis of Outcome Measures: to be determined once resource request is fully implemented in the classroom

For Resource Requests: Status of Previous Request: Fully Funded

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Equipment - Purchase of shared equipment for Field Biology/Environmental Laboratory (Active)

Planned Action Description: This request outlines the purchase of Environmental Science & Field Biology equipment that would form the core of a new Field Biology & Environmental Science Lab. This equipment would be used in the instruction of both the Biological Science Division's Biology 10/Field Biology students and Environmental Science students. It would be capable of teaching students in relevant and timely multi-disciplinary science topics such as air and water pollution and their effect on biological life.

What are the expected measurable results of the Action?: Patricia Zuk, PhD
Vered Mirmovitch, PhD

Resource Request Status: New

Request Funding Type: One Time

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 5350

ADDITIONAL COMMENTS - Further Justification for the Resource Request: The Resource Request for \$5350 is for the purchase of the following lab materials that would be used by both Field Biology and Environmental Sciences.

Photovoltaic cells = \$150

DC ammeter & voltmeter = \$200

High voltage electrodes, wires and clamps = \$200

Air quality analysis equipment (5 packages at \$800 each) = \$4000

Water quality analysis equipment (2 set-ups at \$250 each)= \$500

Aquarium & chemicals for marine ecosystems = \$300

Total cost = \$5350

ADDITIONAL COMMENTS - Possible funding sources: Grants

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

02/19/2018

Status of Progress: Complete

Purchase of laboratory supplies for environmental science laboratories was made this past academic year using classroom supply funds from the previous Program Review. Specifically, small, consumable kits for air and water quality analysis were purchased to be used by Environmental Sciences 1 and 2 students.

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Fully Funded

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

03/12/2017

Status of Progress: No Progress Made

This request outlines the purchase of Environmental Science & Field Biology equipment for the creation of common laboratories that can be used by Field Biology 10, Biology 7 and Environmental Sciences 001 and 002. The funds from the original Resource

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

Request were used to purchase a, ultra-low freezer that could be used for long-term storage of samples that would be analyzed within the laboratory. This freezer has been approved but has not been received as of yet. The freezer was determined to be a priority over the equipment listed in the original Resource Request since storage of materials is critical for proper laboratory analysis. Therefore, the equipment listed in the original Resource Request was not purchased. A modified Resource Request has been added to this Program Review that contains this equipment

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Fully Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: Failure to fund the modified Resource Request will significant hamper the development of this Unit Goal as the Life Science Discipline has little to no Environmental Science equipment.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: The equipment listed in this Resource Request remains the same in this new Program Review as it is still needed for the development of our multi-disciplinary Field/Environmental laboratory. This Resource Request is now properly linked to Unit Goal #3 - Improvement of Multi-Disciplinary Teaching Methodologies. (03/12/2017)

Resource Request in Program Review: Yes

Modification Type: Change to Resource Request

What modification is needed?: This equipment listed in this Resource Request will enable the Life Science Discipline to create new laboratories that integrate teaching concepts presented in Environmental Science, Field Biology, Biology 7 (organismal biology), Biochemistry and Chemistry.

Why is this modification needed?: This Resource Request is now linked to its correct Unit Goal

Equipment - Purchase of shared Biology/Biochemistry laboratory equipment (Active)

Planned Action Description: This Resource Request lists several pieces of equipment that could be shared between Biology and Biochemistry and could be used in the development of common laboratories

The equipment requested is as follows:

1. Micropipettes sets - 6 sets are requested; sets allow for the transfer of precise volumes of liquids during lab experiments
2. Microcentrifuges - 2 microcentrifuges capable of maximum speeds of 14,000 rpm
3. Analytical scales - 4 analytical scales for precise measurement of laboratory reagents
4. Electrophoresis rigs - 6 rigs for the separation and analysis of DNA and RNA
5. Power supplies - 3 power supplies for the operation of the electrophoresis rigs
6. Water baths - 2 X 10 liter water baths for temperature incubation
7. Vortex mixers - 2 mixers for laboratory experiments
8. Pipette aids - 6 aids for the transfer of larger liquid volumes

What are the expected measurable results of the Action?: Patricia Zuk, PhD

Resource Request Status: New

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: \$25,700

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: Prices given are educational prices

6 X Micropipette sets (P2, P20, P200 and P1000) = \$1200 per set X 6 sets= \$7200

2 X Microcentrifuges = \$1500 per X 2 centrifuges = \$3000

4 X Analytical scales = \$1500 per scale X 4 scales = \$6000

6 X Electrophoresis rigs = \$400 per rig X 6 rigs = \$1600

3 X Power supplies = \$700 each X 3 power supplies = \$2100

6 X Pipette aids = \$500 each X 6 aids = \$3000

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

2 X Water baths = \$900 each X 2 baths = \$1800
2 X Vortex mixers = \$500 each X 2 mixers = \$1000
Total cost (without taxes) = \$25,700

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

02/19/2018

Status of Progress: Complete

The Resource Request was approved and funded. Several purchase orders for this equipment have been generated and are in the process of being placed. Equipment is expected to arrive the 2017/2018 academic year and be implemented in the 2018/2019 academic year's curriculum

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Fully Funded

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Equipment - Purchase of 3D printing system for Life & Physical Sciences (Active)

Planned Action Description: This Resource Request proposes the purchase of 3D printers and filtration systems that can be used in both the Life Sciences and Physical Sciences curricula. 3D printing of bioscaffolds can be performed and tested by our Physics students. The materials used in the 3D scaffolds will be optimized by our Chemistry students and may even be integrated into the Physical Science's Nanotechnology program and a future Engineering program. The ability of these scaffolds to support the growth of cells will be assessed by Biology students. Such 3D printers represent a core piece of equipment that can be used in a multi-disciplinary manner as it combines bio-engineering, chemistry, nanotechnology and physics. This is an exciting direction as very few community colleges instruct their students in such advanced topics as bio-engineering and nanotechnology. This Resource Request also represents a significant modernization to the Science Division.

What are the expected measurable results of the Action?: Patricia Zuk, PhD

Resource Request Status: New

Request Funding Type: One Time

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: This Resource Request is for 3 Makerbot 3D printing systems and an air filtration system.

The listed printers are capable of printing using a wide variety of polymers, including bio-compatible materials. The Science Division already possesses one Makerbot 3D printer. Because printing can take hours using one printer, 3 others are being requested in this Resource Request so as to adequately outfit a typical Physics or Chemistry lab.

Bio-printing must be combined with air filtration systems to prevent the production of airborne particles.

The prices reflect educational discounts:

Makerbot 5th generation replicator and digitizer with extruders - \$4000 per unit X 3 systems = \$12,000

Air filtration scrubber for airborne particles

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

02/19/2018

Status of Progress: Complete

The Resource Request listed above was not funded. A portion of this request (the air filtration system) has been included in modified Unit Goal E: Improving the Safety of Life Science Labs

Unit Plan UPDATE TYPE: Update to Resource Request

Description and Analysis of Outcome Measures: to be determined upon implementation of appropriate equipment

For Resource Requests: Status of Previous Request: Not Funded

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

In Progress - Development of multi-disciplinary education spaces for the Life Sciences (Active)

Planned Action Description: This Planned Action proposes the creation of education spaces that are multi-disciplinary and are capable of being used by both many disciplines within the Life Sciences. Specifically, this Planned Action proposes the creation of several Teaching Gardens and the replacement of the Greenhouse.

1. Greenhouse replacement: The planned demolition of the HLRC, CE, SC buildings and ancillary buildings will remove the Life Science's greenhouse, where Biology 7, Biology 10 and Environmental Science materials are stored and propagated. With the demolition of these buildings, the Discipline is requesting the replacement of the antiquated green house with a more modern, energy efficient structure. This new greenhouse can be placed to the west of the MSB building and can be used by Biology, Environmental Science and Climate Change Studies students.

2. Teaching gardens: The planned revitalization of the Environmental Science program into an Associate of Science for Transfer degree and the creation of the Climate Change Studies program will benefit from teaching gardens where students can see the direct impact of a changing environment on the Southern California ecosystem. Due to our unique climate in Culver City, a variety of native Southern California teaching gardens can be created. Several locations for these gardens are available around the MSA and MSB buildings.

Planned Initiation Cycle: 2019-2020

Resource Request: 1. Greenhouse replacement: \$36,000 for the replacement of the aging greenhouse with a more modern, energy efficient greenhouse

2. Teaching gardens: \$4,000 for the creation of several teaching gardens around the MSA and MSB buildings

Primary Contact Person for Resource Request: Patricia Zuk, PhD

Resource Request Status: Continuing

Request Funding Type: One Time

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: \$40,000

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: 1. Replacement of Aging Greenhouse with a more modern and energy efficient greenhouse that can be placed next to the MSB building. Quote with a detailed list of equipment is related to this Resource Request

2. Landscaping material cost to create several teaching gardens that demonstrate the variety of plants native to Southern California

NONSALARY REQUEST - Equipment/ Supplies Cost: 40000

ADDITIONAL COMMENTS - Possible funding sources: Program 100

Related Documents:

[IGC greenhouse quote.pdf](#)

[MSA teaching garden map.pdf](#)

In Progress - Enhance the multi-disciplinary classes and labs for Life Sciences students (Active)

Planned Action Description: This year will see continued consultation between the Life Sciences, Environmental Sciences and Earth Sciences faculty for the improvement of our multi-disciplinary approach to our science curriculum. Specifically, a major upgrade in how our Environmental Sciences classes, together with the new curriculum of our Climate Change & Environmental Studies degree, intersects with Biology 7 and Biology 10 is proposed, leading to the development of a Climate Change/Environmental Science/Field Biology Center within the Science Division. For this, equipment for soil, water and air analysis will be purchased and introduced into each curriculum.

What are the expected measurable results of the Action?: Creation and utilization of a Climate Change/Field Biology/Environmental Sciences lab capable of modern environmental testing for 2019/2020 academic year.

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

Planned Initiation Cycle: 2019-2020

Resource Request: This request outlines the purchase of Environmental Science & Field Biology equipment that would form the core of a new Climate Change, Field Biology & Environmental Science Center. This equipment would be used in the instruction of Biology 10/Field Biology and Environmental Science 001 and 002 students, together with those students enrolling in the college's new Climate Change & Environmental Studies program. The equipment outlined in this request would be capable of providing students instruction in relevant and timely multi-disciplinary science topics such as air and water pollution and their effect on biological life.

Primary Contact Person for Resource Request: Patricia Zuk, PhD

Vered Mirmovitch, PhD

Jenna Cole, PhD

Resource Request Status: Continuing

Request Funding Type: One Time

TOTAL COST ESTIMATE: \$7,850

NONSALARY REQUEST - Facilities: NO

NONSALARY REQUEST - Technology: NO

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: This Resource Request for \$7,850 is for the purchase of the following lab materials to be used by Climate Science, Field Biology and Environmental Sciences

4 salinity refractometers = \$1,000

Air quality analysis equipment (5 packages at \$800 each) = \$4,000

Water quality analysis equipment (2 packages at \$250 each) = \$500

6 Digital Thermometers = \$300

4 Handheld pH meter = \$1400

Photovoltaic cells = \$150

High voltage electrodes, wires and clamps = \$200

Aquarium & Chemicals for marine ecosystems = \$300

Total cost \$7,850

NONSALARY REQUEST - Equipment/ Supplies Cost: 7850

Source of Cost Estimate - Has supporting documentation been attached?: NO

ADDITIONAL COMMENTS - Possible funding sources: Several pieces of the proposed equipment could also be used by other Life Science courses (e.g. Biochemistry), in addition to courses within the Physical Sciences (e.g. Oceanography, Geography, Geology)

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.4.1 Ensure that modifications of facilities optimize flexibility of use and build in appropriate technologies.

EMP Objective 2.4.3 Expand the use of up-to-date technology for teaching and learning.

EMP Objective 2.4.4 Promote student engagement in campus life through creation and/or enhancement of inviting spaces.

EDUCATIONAL MASTER PLAN - Strategic Objectives 5.1.1 - 5.2.1

EMP OBJECTIVE - EMP Objective 5.2.1 Open students to global issues through curriculum and co-curricular activities.

Unit Goal: Modernization of Life Science Laboratories

Unit Goal #4 is a continuance of Unit Goal #4 from last year's Program Review. It proposes the continued modernization of the equipment used by Life Science laboratories, in addition to the conversion of MSA classroom space into a modular educational space capable of holding conventional classes and labs.

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 08/28/2017

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: This modified Unit Goal describes the continual modernization of the Life Sciences Discipline through the upgrading of its equipment. In addition, this modified Unit Goal now contains a proposal to convert a traditional MSA classroom into a more flexible space capable of holding classes and laboratories

Life Science is an ever evolving field. To remain up to date and relevant requires a significant investment of capital on a regular basis. As a result of the 2016-2017 Program Review, a significant investment in the equipment of the Life Sciences discipline has been made. However, there is still need to upgrade the "infrastructure" equipment used by the discipline. As a result, this modified Unit Goal is requesting the funds to invest in the following:

1. Improvement of the water quality used in Life Science laboratories through the purchase of laboratory water purification systems
2. Purchase of a low-temperature freezer for material storage

Many courses within the Life Sciences Discipline require the purification of tap water to high standards to ensure reagent quality and the success of the laboratories being conducted. At present, the Life Science courses Biology 3, Biology 6, Biology 185, Biology 285 and Microbiology use either tap water or type III deionized water. These two types of water are rather poor and are unacceptable for many science experiments. The purchase of water purification systems that would be installed in the 2nd and 3rd floor prep rooms would allow for additional purification of these water supplies and the production of type I water - a water that is often critical for reagent stability and efficacy. The proper preparation of these reagents will prolong their lifespan and decrease the need for frequent replacement. The water produced by these systems would also be used by the Biochemistry and Chemistry disciplines. A new Resource Request for the purchase of two water purification systems is associated with this modified Unit Goal.

Proper storage of biological reagents often requires temperatures lower than what a conventional freezer can provide. This modified Unit Goal also request funds through a new Resource Request for the purchase of a ultra-low temperature freezer. This freezer will allow for the long-term storage of reagents without degradation. As with the water purification system, low-temp freezers can also decrease the need for frequent material replacement. It can also be used by the Biochemistry and Chemistry disciplines.

Finally, to improve the flexibility of the MSA building, this modified Unit Goal proposes the conversion of MSA 111 from its more conventional classroom configuration to a more modular workspace that can be used for science and health lectures, in addition to biology or chemistry laboratories. The conversion of MSA 111 into such a space could be accomplished through the purchase of moveable lab furniture and portable chemistry hoods, thus allow for more than one room configuration. This portion of this modified Unit Goal is in direct response to the President's mandate to decrease the prevalence of unused class space during regular class hours. By making MSA 111 more modular and flexible, it will be capable of use by both Science and Allied Health rather than just Allied Health alone.

This modified Unit Goal is specific, realistic and attainable within a timely frame. It also links to several aspects of section 2.4 of the College's Master Education Plan. It is associated with a modified Planned Action and new Resource Requests.

Goal Rationale - SLO assessment & reflection: This Unit Goal directly addresses the Institutional SLO of Technological Competence: Utilize the appropriate technology effectively for information, academic, personal and professional needs.

This Unit Goal also applies to the Biology SLO: Perform basic laboratory procedures

Goal Measurable Objective: A. Decreased replacement costs of reagents

B. Improved efficacy of laboratory procedures

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/21/2019

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

Status of Progress: Significant Progress Made

Significant progress has been made with regards to this ongoing Unit Goal. The purchase of new, more relevant and modern lab equipment for Bio 3, Bio 6 and Bio 7 were made this academic year. Because this Unit Goal is ongoing, a modified Resource Request for the long-term investment in the life sciences is included in this Unit Goal.

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Partially Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: The aging equipment in the Biological Science Laboratories has a dramatic effect on the safe and successful operation of a laboratory. Replacing this equipment is paramount to student success

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: A modified Resource Request is being made for this ongoing Unit Goal. This Resource Request requests funds for the purchase of newer, more relevant laboratory equipment (03/21/2019)

Resource Request in Program Review: Yes

Modification Type: Change to Resource Request

What modification is needed?: This modified Resource Request is for funds to improve the equipment used in Anatomy 1, Microbiology 20, Biology 3, Biology 6 and Biology 7.

Why is this modification needed?: New equipment is paramount to the safety and the success of our Biological Science laboratories.

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/06/2018

Status of Progress: Significant Progress Made

Significant progress has been made with regards to this Unit Goal. Purchase orders for the acquisition of new, more relevant and modern lab equipment for Bio 3, Bio 6 and Bio 7 have been approved. The equipment will be used in the current semester and beyond. A modified Resource Request for the long-term investment in the life sciences is included in this modified Unit Goal

Unit Plan UPDATE TYPE: Update to Unit Goal

For Resource Requests: Status of Previous Request: Fully Funded

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

03/12/2017

Status of Progress: No Progress Made

Attachment of Cell Culture Short-Course Flyer targeting community college students

Unit Plan UPDATE TYPE: Update to Unit Goal

Related Documents:

[Stem cell training advert 3,1,2017.pdf](#)

Planned Actions and Resource Requests

Equipment - Purchase of Upgraded Equipment and Supplies for Life Sciences Discipline (Active)

Planned Action Description: This resource request lists several pieces of equipment regularly used in Life Sciences laboratories that are out-of-date and need to be replaced. The equipment listed will be used in the following labs: Anatomy, Biology 3B, Biology 6 and Anatomy. This equipment is modern and easier to use and replaces older pieces that utilize out-of-date technology. The equipment listed are the same pieces that are found in modern research labs and will give our students real-life experience that will enhance their attractiveness as they become candidates for University transfer and professional programs

The following courses require equipment upgrades

1. Biology 3B

- a. New microscopes are required as many are beyond repair due to the high volume nature of this course
- b. Scientific digital scales

2. Microbiology

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

- a. 4 UV sterilizing bench lamps with their respective accessories (covers and stands)
- b. 4 bench top slide warmers
- c. 20 Bunsen burners with connecting hoses.
- d. ATP luminometers

The slide warmers will allow students to maximize the limited time of the laboratory by fast-tracking the preparation of bacterial smears. The UV lamps requested would replace the old malfunctioning lamps currently used in the laboratories. The Bunsen burners requested would also replace the old ones that are not properly working and create a safety issue in the laboratory. The luminometers will allow for a straightforward detection of bacterial contamination in a wide variety of samples.

3. Biology 6

- a. Pipette aids for liquid volume transfer
- b. Micropipettes for liquid volume transfer
- c. Visible light spectrophotometers with associated software for data collection and processing
- d. pH meters with associated software for data collection and processing
- e. Hot plate/stirrers for reagent processing
- f. Analytic scales for reagent processing
- g. Nucleic acid electrophoresis set-ups for DNA analysis
- h. Cellular respiration and photosynthesis set-ups
- i. DNA isolation kits for isolation of genomic DNA

4. Anatomy

- a. Demonstration human skulls
- b. Muscle models

5. Physiology

- a. Statspin centrifuge for blood processing
- b. Micropipettes for liquid volume handling
- c. Hemacytometers for blood analysis

What are the expected measurable results of the Action?: Patricia Zuk, PhD

Resource Request Status: New

Request Funding Type: Both

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: \$73,905

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: The following equipment prices reflect educational discounts

- a. 20 light microscopes X \$200 each = \$4,000
- b. 20 X Ohaus CL201 CL Series Portable Compact Scales = \$60 each X 20 scales = \$1,200
- c. 4 X Small Slide Warmer with Temperature Control LED 110V XH-2002 \$350 each X 4 warmers = \$1,400
- d. 20 X Natural Gas Burner #470121-698 - \$22.75 each X 20 burners = \$455
- e. 20 X Neoprene Connecting Hose for Burner 470121-742 - \$12.00 each X 20 hoses = \$240
- f. 4 X Blak-Ray Display Lamp 115V, 60Hz XX-15BLB - \$443 each X 4 lamps = \$1,772
- g. 4 X Clear UV-Transmitting Cover 36575-064 - \$106.50 each X 4 covers = \$426
- h. 4 X Exposure Stand 36575-054 \$330.50 each X 4 stands = \$1,322
- i. 6 X Micropipette sets (P2, P20, P200 and P1000) = \$1200 per set X 12 sets= \$,7200
- j. 2 X Microcentrifuges = \$1500 per X 2 centrifuges = \$3,000
- k. 4 X Analytical scales = \$1500 per scale X 4 scales = \$6,000

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

- l. 6 X Electrophoresis rigs = \$400 per rig X 6 rigs = \$1,600
- m. 3 X Power supplies = \$700 each X 3 power supplies = \$2,100
- n. 6 X Pipette aids = \$500 each X 6 aids = \$3,000
- o. 2 X Water baths = \$900 each X 2 baths = \$1,800
- p. 6 X Visible Spectrophotometers with VISIONlite software - \$2000 each X 6 specs = \$12,000
- q. 6 X Hot plates/stirrers - \$750 each X 6 units = \$4,500
- r. 12 X Cellular respiration and photosynthesis set-ups - \$150 each X 12 set-ups = \$3,300
- s. 12 X DNA isolation kits - \$150 each X 12 set-ups = \$3,300
- t. 12 X Fixed Volume pipettes - \$50 each X 12 pipettes = \$600
- u. 3 X Demonstration skulls - \$2500 each X 3 skulls - \$7,500
- v. 4 X Statspin centrifuges - \$830 each X 3 units = \$2,490
- w. 12 X Hemacytometers - \$100 each X 12 = \$1,200
- x. ATP luminometer systems - \$1750 X 2 systems = \$3,500

Total cost = \$73,905

NONSALARY REQUEST - Equipment/ Supplies Cost: 73905

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/06/2018

Status of Progress: Complete

Purchase orders for the acquisition of this equipment have been approved. The equipment listed above will be used in the current semester and beyond.

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Fully Funded

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Equipment - Long-term investment in Life Sciences Laboratories (Active)

Planned Action Description: The Resource Requests outlines the long-term investment in the quality of Life Sciences labs through the purchase of larger-scale equipment. While the equipment is expensive, it represents an investment in the future of the Life Sciences Discipline, as such equipment would enable the expansion of several Life Sciences courses, like Biology 6 and Biology 110, along with those in other Disciplines, like Chemistry and Biochemistry. As such, the Resource Request allows the Life Sciences Discipline to fulfill both Unit Goal #4 - Modernization of LS laboratories but also Unit Goal #3 - Improving the multi-disciplinary approach to the LS curriculum

What are the expected measurable results of the Action?: Patricia Zuk, PhD

Resource Request Status: New

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: Several large-pieces of equipment that represent a long-term investment in the quality of the Life Sciences Division are listed below

1. Ultra low chest freezer - capable of -80 degrees Celcius = \$15,000
2. High-speed centrifuge - capable of 100,000xg = \$18,000
3. High-speed rotor package = \$5,000
4. Water purification system - capable of potable water purification = \$5,000

Total cost = \$43,000

NONSALARY REQUEST - Equipment/ Supplies Cost: 43000

ADDITIONAL COMMENTS - Further Justification for the Resource Request: Storage of materials below that of -20 degrees Celcius is only possible with an ultra-low freezer. Many biological and biochemical samples and reagents require storage at -80

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

degrees in order to ensure their stability. Storage of cells for use in our Cell Culture facility also requires similar conditions. Approval for an ultra-low freezer was given in the last Program Review. However, this is a small capacity freezer that will be used in the Field Biology/Environmental Sciences lab. Future expansion of our lab curriculum will require a larger capacity freezer. While the cell culture facility has a desktop centrifuge capable of speeds between 1000xg and 15,000xg, many biology, chemistry and biochemistry labs require speeds in excess of 15,000xg. Therefore a high-speed centrifuge is requested. Finally, biology and biochemistry labs often require highly purified water. To provide this, a water purification system capable of provided distilled water using potable water or dionized water (from the MSA system) is requested.

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/06/2018

Status of Progress: No Progress Made

Purchase of the equipment pieces outlined in the original Resource Request was not approved during the last Program Review cycle. Therefore, a modified Resource Request is being resubmitted to this Program Review. This modified Request requests funds for the purchase of two critical types of infrastructure equipment: a low-temperature freezer and water purification systems

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Not Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: Failure to fund this modified Resource Request will have a direct impact on the quality of infrastructure within the MSA Building as the water purification systems are necessary to improve the quality of water used in experiments and reagent preparation.

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: This modified Request requests funds for the purchase of two critical types of infrastructure equipment as a long-term investment in the Life Sciences Discipline: a low-temperature freezer and laboratory water purification systems (03/07/2018)

Resource Request in Program Review: Yes

Modification Type: Change to Resource Request

What modification is needed?: The following modifications are being requested

1. Improvement of the water quality used in Life Science laboratories through the purchase of laboratory water purification systems
2. Purchase of a low-temperature freezer for material storage

Why is this modification needed?: The laboratories in the Life Sciences Discipline currently use tap water or deionized water for their experiments. This is a low-quality of water that can often affect the outcome of experiments. The purchase of laboratory water purification systems would dramatically improve the quality of the water used by the Life Science Labs. It would also improve the quality of the water used by our technicians as they prepare reagents for all biology labs. These systems would also be able to provide high-quality water to the Chemistry Discipline and to the Biotechnology and Quality Control programs once they begin

Long-term, effective storage of biological materials often requires extremely low temperatures for stability. These low-temp freezers are

Changed - Creation of multi-use education space within the MSA Building (Active)

Planned Action Description: The creation of a multi-use educational space for Life Science students in MSA 111 that will allow for conventional lecture-style classes in addition to biology and chemistry laboratories. The modular nature of this space will also permit use by the Allied Health Division.

What are the expected measurable results of the Action?: Conversion of MSA 111 with its preparation room to a modular educational space for both science and allied health students will expand its use by opening it up to science classes and labs, in addition to pharmacy tech students. This component of the Planned Action will fulfill the President's desire to more effectively utilize classroom space on campus.

Planned Initiation Cycle: 2019-2020

Resource Request: The use of MSA 111 as a modular educational space capable of being used by both Life Sciences and Health Sciences will require the purchase of mobile laboratory tables and chair - allowing for quick and easy reconfiguration of the room appropriate for both lecture and laboratories

Primary Contact Person for Resource Request: Patricia Zuk, PhD

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

Resource Request Status: Continuing

Request Funding Type: One Time

TOTAL COST ESTIMATE: \$12,760

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: 8 Modular Lab Tables (VWR Scientific) at \$735.00 each = \$5,800
8 Resin worktops at \$550.00 each = \$4,400
32 High-back, rolling chairs at \$320.00 = \$2,560
Total cost \$12,760

NONSALARY REQUEST - Equipment/ Supplies Cost: 12760

In Progress - Modernization of Life Sciences equipment and supplies (Active)

Planned Action Description: This planned action details the upgrading of much of the Life Sciences equipment being used in laboratories. The courses targeted for substantial upgrading are:

1. Biology 3 - this high volume course requires upgrading to its microscopes and sample slides
2. Microbiology - this upper level course requires a substantial upgrade to its microscope objective lenses to ensure adequate sample analysis.
3. Biology 6, Biology 110 and Biochemistry (Chemistry 220) - Equipment to be upgraded include micropipettes, in addition to the purchase of new kits and equipment, such as a portable water purification system and a low-temperature freezer. Upgraded equipment may also be shared with the Physical Sciences Discipline as several pieces can be used by our Biochemistry classes
4. Anatomy - this health science prerequisite uses models for demonstration. Many of these are at least 15 years old and is in poor condition due to the high volume of students handling them. Materials to be upgraded include high quality models and specimens
5. Physiology - the health science prerequisite uses simulation body fluids. Proper analysis of these fluids in a clinically relevant manner will be done through the purchase of hemacytometers
6. Biology 7 and Biology 10 - Replacement of missing and broken prepared slides, in addition to the purchase of new samples is required. Biology 7 also uses dissection specimens that must be replaced every year. Much of these materials can be shared with Biology 10.

What are the expected measurable results of the Action?: A. Increase in the rigor of Life Sciences laboratories

- B. Design of new Life Science laboratories
- C. Increased enrollment of new students in Life Sciences courses
- D. Increased retention in the Life Sciences discipline
- E. Increase success rate by enrolled Life Sciences students

Planned Initiation Cycle: 2019-2020

Resource Request: This Resource Requests lists several pieces of equipment that will improve the laboratories of Biology, Anatomy, Physiology and Microbiology. This equipment could also be shared with the Physical Sciences

Primary Contact Person for Resource Request: Patricia Zuk, PhD

Resource Request Status: Continuing

Request Funding Type: On-going

TOTAL COST ESTIMATE: \$38,300

NONSALARY REQUEST - Equipment/ Supplies Description: 1. Biology 6, Biology 110 and Biochemistry: \$23,800 total
Ultra low-temperature chest freezer for storage = \$15,000
Portable Water Purification system = \$5,000

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

6 Micropipette sets for volume handling = \$800
DNA Isolation Kits (lab consumables) = \$1,500
Cellular Respiration and Photosynthesis set-ups (lab consumables) = \$1,500

2. Physiology = \$1,200 total
12 Hemacytometers for blood analysis = \$1,200

3. Microbiology and Biology 3 = \$4,800 total
48 high-power microscope objectives for specimen viewing = \$4,800

4. Anatomy = \$5,500 total
Replacement models (musculature and internal anatomy) = \$5,000
Dissection specimens = \$500

5. Biology 7, Biology 3 and Biology 10 = \$3,000 total
Prepared specimens and microscope slides = \$3,000

NONSALARY REQUEST - Equipment/ Supplies Cost: 38300

ADDITIONAL COMMENTS - Further Justification for the Resource Request: The equipment of this Request represents an investment in the future of the Life Sciences Discipline, as such equipment would enable the expansion of several Life Sciences courses, like Biology 6 and Biology 110, along with those in other Disciplines, like Chemistry and Biochemistry. As such, the Resource Request allows the Life Sciences Discipline to fulfill both Unit Goal #4 - Modernization of LS laboratories but also Unit Goal #3 - Improving the multi-disciplinary approach to the LS curriculum

Related Documents:

[ultra low freezer.pdf](#)

[West LA College_Water Systems Proposal_03082018.pdf](#)

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.4.1 Ensure that modifications of facilities optimize flexibility of use and build in appropriate technologies.

EMP Objective 2.4.3 Expand the use of up-to-date technology for teaching and learning.

Unit Goal: Improve the Safety of the Life Science laboratory

Unit Goal #5 is an on-going unit goal that requests the necessary equipment essential for the safety of all Life Sciences faculty, support staff and students. In addition, this Unit Goal now describes the acquisition of infrastructure equipment required to improve the quality of biological reagents used within the Life Sciences discipline

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 08/28/2017

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: The Life Sciences Discipline uses large-scale pieces of equipment that must be maintained through yearly service contracts in order to ensure the safety of their operation. Within the Microbiology prep room is a steam autoclave that sterilizes materials for laboratory and processing the microbiological waste which is a biohazard. Our Biology directed study courses have a cell culture hood and a incubator that requires yearly inspection and certification. Life Sciences uses at least 300 microscopes that experience significant wear and tear in an academic year. The Anatomy department operates a cold room that requires sterility to function properly. Failure to service these pieces of equipment can compromise their effectiveness at a minimum and jeopardize support staff and students at a maximum. Therefore, the safe operation of these pieces of equipment is a priority.

The Life Science Discipline, in conjunction with Physics, owns a 3D printer that will be used to print biological scaffolds and

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

materials for biology, physics and biophysics courses. Safe operation of this printer requires an air filtration system that will remove air-borne particulate matter when the printer is in operation. Some of these airborne particulate matter could be considered a biohazard and must be removed. This filtration system also comes equipped with a fire suppression system. This air filtration system is necessary so that the 3D printer can be used in the future.

This modified Unit Goal also details the replacement of conventional door locks with those that can lock from the outside with a key and from the inside with a deadbolt switch. These locks will enable faculty to quickly and easily lock their doors during an emergency without the need to enter the hallway.

This modified Unit Goal is specific, realistic and attainable within a timely frame. It is a direct response to the College Master Education Plan 2.4.2 - enhance the cleanliness and safety of the learning and teaching environment. It is associated with a modified Planned Action and additional Resource Requests.

Goal Rationale - SLO assessment & reflection: This Unit Goal relates to the College's SLO or Technological Competence

Goal Measurable Objective: A. Compliance with city and state-mandated biohazard regulations

B. Enhancement of the safety of the Division's learning and teaching environment

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/21/2019

Status of Progress: Significant Progress Made

Significant progress to this ongoing Unit Goal was achieved this past year. Safety cabinets for flammable and corrosive materials were purchased along with a lockable computer storage cabinet. Because this Unit Goal is ongoing so as to maintain and further improve the Division's safety standards, new Resource Requests are being included in this year's Program Review.

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Fully Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: Failure to maintain key infrastructure pieces of equipment like the stem autoclave, microscopes or the Anatomy cold storage room will have a significant impact on the safe and effective operation of the associated labs. The safety of technical staff and faculty will also be compromised

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: New Resource Requests for the creation of service contracts to maintain critical pieces of laboratory equipment is being made for this Program Review cycle (03/21/2019)

Resource Request in Program Review: Yes

Modification Type: Change to Resource Request

What modification is needed?: The safe operation of the Microbiology autoclave and the Anatomy cold storage room requires service contracts that provide preventative maintenance and repairs. The use of laboratory microscopes requires a service contract that provides annual preventative maintenance and repairs.

Why is this modification needed?: Preventative maintenance is critical for the safe operation of the sterilization autoclave and the cold room where anatomy materials are kept. Preventative maintenance is critical for the proper operation of all laboratory microscopes.

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/02/2018

Status of Progress: Significant Progress Made

Significant progress to this Unit Goal was achieved this past year. Approval to purchase lab safety cabinets for flammable and corrosive materials was given along with approval to purchase a lockable computer storage cabinet. Receipt and use of this material is anticipated in the coming months. This Unit Goal is being continued so as to further improve the Division's safety standards. New Resource Requests associated with this Unit Goal are being included in this year's Program Review.

Unit Plan UPDATE TYPE: Update to Unit Goal

For Resource Requests: Status of Previous Request: Fully Funded

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

Modifications

Modification: Continuation of Unit Goal to further update the Life Sciences safety standards. (03/02/2018)

Resource Request in Program Review: Yes

Modification Type: Change to Unit Goal

What modification is needed?: Additional safety equipment is being requested for this Program Review. Specifically, service contracts to maintain the Microbiology steam autoclave is being requested along with a service contract to maintain our cell culture laboratory. The purchase of an air filtration system for safe operation of the Division's 3D printer is also being requested. Finally, a budget for the retrofitting of the MSA building classroom and laboratory doors is also being requested.

Why is this modification needed?: Safe operation of key pieces of Life Sciences equipment, such as the steam autoclave and cell culture equipment requires yearly maintenance in order to protect our technicians and students. The retrofitting of classroom and laboratory doors with deadbolts is crucial for student and faculty safety.

Planned Actions and Resource Requests

Equipment - Purchase of Laboratory Safety Cabinets (Active)

Planned Action Description: This Resource Request describes the purchase of laboratory safety cabinets for the prep rooms. These cabinets are for the proper and safe storage of flammable materials, such as ethanol, and for the storage of biohazardous chemicals. Failure to properly store such materials can lead to state and municipal fines and can place Life Science personnel in danger.

What are the expected measurable results of the Action?: Patricia Zuk, PhD

Resource Request Status: New

Request Funding Type: One Time

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES

If yes, please cite the requirement details: State regulations detail the proper storage of flammable, corrosive and biohazardous materials in approved cabinets

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: YES

If yes, please cite the relevant regulations: State regulations detail the proper storage of flammable, corrosive and biohazardous materials in approved cabinets

TOTAL COST ESTIMATE: \$3,700

EMPLOYEE REQUEST - Faculty: NO

EMPLOYEE REQUEST - Classified: NO

EMPLOYEE REQUEST - Unclassified: NO

NONSALARY REQUEST - Facilities: NO

NONSALARY REQUEST - Technology: NO

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: The following pieces of equipment are required to improve the safety of our Life Science courses.

Flammable cabinet for Life Science prep room - \$1300

Corrosive cabinet for Life Science prep room - \$1200

Biohazard cabinet for Life Science prep room - \$1200

Total cost = \$3700

NONSALARY REQUEST - Equipment/ Supplies Cost: 3700

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/02/2018

Status of Progress: Complete

Approval to purchase lab safety cabinets for flammable and corrosive cabinets has been given.

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Fully Funded

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Equipment - Purchase of Computer Charging Cabinets (Active)

Planned Action Description: This Resource Request for \$2700 details the purchase of three computer charging cabinets that will be used to secure our laptops and tablet computers. These cabinets can be mounted to the wall in Life Science classrooms and can be secured with a key - a more secure option versus the padlocked storage cabinets currently being used by the Discipline. One cabinet will be placed in the third floor Science prep room (MSA308), the second will be installed in the Anatomy prep room (MSA 211) and the third will be placed in the Physiology prep room (MSA215).

What are the expected measurable results of the Action?: Patricia Zuk, PhD

Resource Request Status: New

Request Funding Type: One Time

TOTAL COST ESTIMATE: \$2,700

NONSALARY REQUEST - Equipment/ Supplies Description: 3 Computer Storage cabinets capable of holding laptop and tablet computers.

Built-in charging ports

Key/lock access

Wall mounted

3 cabinets - \$900 each X 3 = \$2700

NONSALARY REQUEST - Equipment/ Supplies Cost: 2700

ADDITIONAL COMMENTS - Further Justification for the Resource Request: Current storage methods have led to the theft of many of the Discipline's laptop computers.

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/02/2018

Status of Progress: Complete

Approval to purchase computer storage cabinets for Division laptop and tablet computers has been given

Unit Plan UPDATE TYPE: Update to Resource Request

For Resource Requests: Status of Previous Request: Fully Funded

Will modifications to the original Goal, Planned Action or Resource Request be needed?: No

Equipment - Maintenance of the Life Sciences Steam Autoclave (Active)

Planned Action Description: This Resource request is for funds critical for ensuring the safe operation of the steam autoclave in the MSA building. This piece of equipment is absolutely necessary to prepare sterile materials for Microbiology 20, Biology 185 and Biology 285. In addition, this equipment is necessary for the safe handling and processing of biohazardous waste. An inoperative autoclave compromises the integrity and success of these courses. Furthermore, failure to service the autoclave on a regular basis can place Life Sciences personnel in jeopardy. Therefore, this Resource Request details the on-going request for funds to create and maintain a yearly service contract on the steam autoclave.

What are the expected measurable results of the Action?: Patricia Zuk, PhD

Resource Request Status: New

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: YES

TOTAL COST ESTIMATE: \$8,000

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: Yearly Service Contract for Steam Autoclave - Steris Inc. = \$8,000

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

Service contract includes 2 site visits per year for full inspection and validation of autoclave's safe operation. Also includes emergency servicing in the event of problems.

NONSALARY REQUEST - Equipment/ Supplies Cost: 8000

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/02/2018

Status of Progress: Significant Progress Made

This Resource Request is an ongoing request to maintain the Microbiology discipline's steam autoclave through the continuation of our yearly service contract with Steris Inc.

Unit Plan UPDATE TYPE: Update to Resource Request

Description and Analysis of Outcome Measures: Proper and safe operation of Steam Autoclave

For Resource Requests: Status of Previous Request: Fully Funded

For Resource Requests: What is the impact on the program of either receiving or not receiving?: This Resource Request is an ongoing request required for the safe operation of the Division's steam autoclave. Failure to fund this request may result in unsafe operation of this critical piece of equipment

Will modifications to the original Goal, Planned Action or Resource Request be needed?: Yes

Modifications

Modification: No modification is proposed in this Program Review. However, this Resource Request is being included as an ongoing request to maintain this key piece of Life Science equipment (03/02/2018)

Resource Request in Program Review: Yes

Modification Type: Change to Resource Request

In Progress - Continued improvement of Life Science classroom and laboratory safety (Active)

Planned Action Description: Improvement and maintenance of a safe classroom and laboratory environment for all students, faculty and technical staff will be achieved through the following:

- 1) maintenance of key Life Science equipment through service contracts. Safe operation of the discipline's steam autoclave and cell culture equipment in the MSA building will be ensured through yearly maintenance contracts. New Resource Requests are being submitted for these contracts
- 2) purchase of an air filtration system for the proper operation of the discipline's 3D printer. This system is necessary to remove air-borne particulate matter associated with operation of this printer
- 3) improvement of classroom and laboratory safety. Student and faculty safety will be improved through the installation of deadbolts on select classroom and laboratory doors.

What are the expected measurable results of the Action?: Implementation of this Planned Action will ensure safe operation of key pieces of Life Sciences equipment, in addition to dramatically improving the safety of the faculty, students and technical staff working within the MSA building.

Planned Initiation Cycle: 2018-2019

Resource Request: This Resource request is for funds critical for ensuring the safe and effective operation of several key pieces of equipment in the MSA building.

1. Steam Autoclave: This piece of equipment is absolutely necessary to prepare sterile materials for Microbiology 20, Biology 185 and Biology 285. In addition, this equipment is necessary for the safe handling and processing of biohazardous waste. An inoperative autoclave compromises the integrity and success of these courses. Furthermore, failure to service the autoclave on a regular basis can place Life Sciences personnel in jeopardy. Therefore, this Resource Request details the on-going request for funds to create and maintain a yearly service contract on the steam autoclave.

2. Cold Room: The Anatomy discipline requires the use of a large cold room for storage of the cadaver, human organs and other animal dissection specimens. Bacterial and fungal infections of these materials can compromise their integrity. Moreover, state law mandates that this room be kept in a clean state. Therefore, this Resource Request includes funds for a service contract for yearly maintenance of this room to mitigate bacterial and fungal infections is necessary.

3. Microscopes: Several biology labs rely upon proper operation of the microscopes. Yearly maintenance is required for the effective operation. Therefore, this Resource Request includes funds for a yearly service contract on our microscopes.

PROGRAM REVIEW [i.aca] | Science: Biological Sciences

Primary Contact Person for Resource Request: Patricia Zuk, PhD

Abraha Bahta, PhD

Resource Request Status: Continuing

Request Funding Type: On-going

TOTAL COST ESTIMATE: \$11,000

EMPLOYEE REQUEST - Faculty: NO

EMPLOYEE REQUEST - Classified: YES

CLASSIFIED REQUEST - Position Title: LIFE SCIENCES LABORATORY TECHNICIAN

CLASSIFIED REQUEST - Permanent or Temporary?: Permanent

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: Each service contract listed below includes annual inspection plus maintenance costs, small repairs and labor costs on service visit

1. Steam Autoclave Service Contract (BC Phillips) - semi-annual maintenance = \$7,000
2. Microscope Service Contract (Ricardo Ruedas) - semi-annual maintenance = \$2,500
3. Cold Room Service Contract (North State Environmental) - yearly maintenance = \$1,500

NONSALARY REQUEST - Equipment/ Supplies Cost: 11000

Related Documents:

[service contract Autoclave.pdf](#)

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.4.2 Enhance the safety and cleanliness of the learning and teaching environment.

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] | Science: Earth Sciences

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete
Completion Status 2017-2018 Cycle: Program Review 2017-18 Validation Complete
Completion Status 2018-2019 Cycle: Program Review 2018-2019 Complete ready for Validation

Unit Goal: Improve Student Learning Outcomes by Upgrading Laboratory facilities

Remodeling Earth Science Labs at MSA 302 and 307

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 07/01/2017

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: The Earth Science Labs at MSA 302 and 307 lack the following features for an optimum use:

1. Walls should have been available to hang educational maps; instead they are occupied by cabinets
2. Multi-layered pull down map is missing on the front walls (above or in front of the white board)
3. Lighting system above the white boards and in the minerals and rocks cabinets are missing
4. Cupboards and cabinets holding important equipment and tools in both labs and in the stockroom are without locks

Goal Rationale - SLO assessment & reflection: For better learning outcomes maps must be made visible on the walls, lighting of cabinets ensured, and equipment well preserved in cupboards and cabinets. A well functioning lab with the requisite learning tools and equipment will lead to improved student learning outcomes.

Goal Measurable Objective: 1. Students would be better served and become successful when provided with required maps and equipment
2. Students will learn subject-specific materials (rocks, minerals, sediments, chemicals, maps, models) that they could take to the labor market

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2016-2017

03/11/2018

Status of Progress: Some Progress Made
Improve Student Learning Outcomes

Unit Plan UPDATE TYPE: Update to Unit Goal

Description and Analysis of Outcome Measures: There have been no improvements made to the Earth Science labs in MSA 302 and 307 because that resource request was not funded. As stated in the planned action update, the Earth Science faculty hire was successful.

For Resource Requests: What is the impact on the program of either receiving or not receiving?: We were not able to complete any of the proposed improvements to the Earth Science labs because this request was not funded.

Planned Actions and Resource Requests

Facilities - SETTING-UP WLAC's SEISMOLOGICAL STATION (Active)

PROGRAM REVIEW [i.aca] | Science: Earth Sciences

Planned Action Description: West Los Angeles College is located less than a mile to the west of the Newport-Inglewood Fault. Except for seismographs managed by Caltech in Pasadena, we are not aware of any seismological stations close to the fault.

The approximate cost given below includes digital recorder, sensor, computer & software, Vault interface, enclosure, seismic switch, and code compliance.

What are the expected measurable results of the Action?: BERAKI WOLDEHAIMANOT, PH.D.

ABRAHA BAHTA , PH.D.

Resource Request Status: No longer needed

Request Funding Type: One Time

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 50000

ADDITIONAL COMMENTS - Further Justification for the Resource Request: The instrumentation we are looking for to purchase is computerized digital seismic station, available from Nanometrics Seismological Instruments Inc. in Ontario, Canada, or from Kinometrics, CA (USA).

The total cost shown above estimates the following major and auxiliary parts: Digital recorder, sensor, computer & software, vault interface, enclosure, seismic switch, and code compliance.

ADDITIONAL COMMENTS - Possible funding sources: Grants

Completed - HIRE AN EARTH SCIENCE FACULTY (Active)

Planned Action Description: Of the 48 std hrs of instruction/week taught in the Earth Sci program, adjunct instructors teach 33 (70%). We are violating state mandate that requires full time faculty to teach >75% of courses. We thus plan to hire an Earth Sci. faculty.

Critical steps to accomplish the action:

1. Justify the need to hire: Adjunct faculty currently teach > 70% of courses. This shows the state mandate is violated & requires us to hire a new faculty
2. Determine courses the new hire will teach: 2 sections of Earth 1, Earth 2, Oceano 1, Env. Sci 1, 2 sections of Geog 1, Geog 15
3. Determine the new hire's Quals: Min Qual: MSc in Earth Sci, Oceano, or Geog; Desired Qual: MSc in Earth Sci, Oceano, or Geog & BSc in another discipline from Earth Sci, Oceano, Geog, Geol, or Envi Sci
4. Discuss the request for the new hire at division meeting: At the meeting held on 11/3/2015, all faculty supported the request
5. Complete FPIP application and upon approval form a hiring committee

Planned Initiation Cycle: 2016-2017

Resource Request Status: Received

New - Remodel Earth Science labs at MSA 302 and 307 (Active)

Planned Action Description: The remodeling of the Earth Science Labs in MSA 302 and 307 needs the following features for their optimum use:

1. Dismantle cabinets hanging from the walls and free them so that map wall murals could be placed there.
2. Install map mounting hardware (multi-step map racks) above the white boards

PROGRAM REVIEW [i.aca] | Science: Earth Sciences

3. Install lighting systems above the white boards and in the minerals and rocks cabinets
4. Install padlocks/safety keys and related hardware on all cupboards and cabinets holding important equipment and tools in both labs and in the stockroom
5. Purchase educational maps, including relief maps

What are the expected measurable results of the Action?: 1. Students would be better served and become successful when provided with required maps and equipment

2. Students will learn subject-specific materials (rocks, minerals, sediments, chemicals, maps, models) that they could take to the labor market

Planned Initiation Cycle: 2016-2017

Resource Request: 1. Dismantle cabinets hanging from the walls and free them so that map wall murals could be placed there.

2. Install map mounting hardware (multi-step map racks) above the white boards

3. Install lighting systems above the white boards and in the minerals and rocks cabinets

4. Install padlocks/safety keys and related hardware on all cupboards and cabinets holding important equipment and tools in both labs and in the stockroom

5. Purchase educational maps, including relief maps

Primary Contact Person for Resource Request: Beraki Woldehaimanot

Resource Request Status: New

Request Funding Type: One Time

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: \$20,000

EMPLOYEE REQUEST - Faculty: NO

EMPLOYEE REQUEST - Classified: YES

CLASSIFIED REQUEST - Position Title: Lab Technician

CLASSIFIED REQUEST - Class Code: See Physical Science Classified Request

CLASSIFIED REQUEST - Permanent or Temporary?: Permanent

EMPLOYEE REQUEST - Unclassified: NO

NONSALARY REQUEST - Facilities: YES

NONSALARY REQUEST - FACILITIES: Can this request be met by a Work Order?: Yes

NONSALARY REQUEST - FACILITIES: Describe the facilities request: 1. When the classrooms were designed, walls should have been left available to hang educational maps; instead they are occupied by cabinets

2. Multi-layered pull down map rack is missing on the front walls (above or in front of the white board)

3. Lighting system above the white boards and in the minerals and rocks cabinets are missing

4. Cupboards and cabinets holding important equipment and tools in both labs and in the stockroom are without locks

NONSALARY REQUEST - Technology: NO

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: Wall map racks, educational maps including relief maps, lighting system, padlocks, and related hardware

NONSALARY REQUEST - Equipment/ Supplies Cost: 15000

Source of Cost Estimate - Has supporting documentation been attached?: NO

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/22/2019

Status of Progress: No Progress Made

The re-modelling request was submitted over three years ago and was not funded. This re-modelling is vital to the teaching and learning goals. Therefore, we are submitting this request once again in the hope that it can be approved this time around.

Unit Plan UPDATE TYPE: Update to Resource Request

Mapping

PROGRAM REVIEW [i.aca] | Science: Earth Sciences

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1
EMP Objective 1.1.1 Refine and/or develop and implement effective programs and services to improve the performance of targeted groups of historically lower-achieving students (.e.g, ACE)
EMP Objective 1.4.1 Establish an exemplary professional learning program.

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4
EMP Objective 2.4.1 Ensure that modifications of facilities optimize flexibility of use and build in appropriate technologies.
EMP Objective 2.4.3 Expand the use of up-to-date technology for teaching and learning.

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] | Science: Physical Sciences

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete

Completion Status 2017-2018 Cycle: Program Review 2017-18 Validation Complete

Completion Status 2018-2019 Cycle: Program Review 2018-2019 Complete ready for Validation

Unit Goal: Support Growth of Physical Science Programs (Revised)

Provide divisional and department support of routine chores, enabling faculty to focus on their duties.

According to the American Association of Physics Teachers guidelines for two-year college physics programs,

"Adequate support personnel should be provided so the laboratory instructor can focus on teaching and learning. To provide divisional and departmental support of all Physical Science Laboratories through the hiring of a full-time Physical Science / Earth Science Lab technician and the increase in FTE load of a current technician.

Each weekly lab session requires tasks in addition to pedagogical responsibilities. These include distribution and storage of weekly lab equipment, maintenance of equipment, computer maintenance and upgrades, software installation, safety inspections, inventory updates, and ordering or designing new equipment.

The support of a Physics laboratory requires specific tasks, including the distribution and storage of lab equipment, the proper and safe maintenance of equipment, computer maintenance and upgrades, software installation, safety inspections, inventory updates, and ordering or designing of new equipment.. The Physics department here at West currently offers 11 sections each of Physics (classes including 6, 7, 37, 38, 39) and 2 sections of Astronomy lab each year, totaling 33 hours of laboratory instruction. In addition, Geography, Geology, and Earth Science support between 9 and 11 laboratory sections per year, totaling between 27 and 33 hours of laboratory instruction. These hours do not include those required for duties as listed above. Currently, neither physics, astronomy, earth science, geology, nor geography have a laboratory technician, requiring that the faculty support their own laboratories. This decreases the amount of time that faculty can devote to other duties, such as course improvement, professional development, student success and support of campus activities. Therefore, a Resource Request to hire a full-time (1.0 FTE) Physical and Earth Science lab technician

Currently the Chemistry program has 1.5 FTE lab tech support: a regular and a B-shift chemistry lab technicians. The existing lab techs are stretched to the limit. The offering of new courses (chem. 66 and chem. 221), a total of additional 4 sections in each fall and spring semesters, and two sections in the summer. Since each of these courses have two lab meetings per week, the total lab meetings added in each fall and spring semester only is eight. This has increased the number of lab meetings per week significantly. A 1.5 FTE lab tech support that is available now is obviously inadequate to run the labs smoothly and maximize student success. A resource request to convert, at the very minimum, the B-shift to a full time is being submitted.

Furthermore, additional request to hire an full-time Office assistant is being submitted. The office assistant will perform a variety of entry-level, routine clerical duties related to the daily operation of the Science Division Office in support of its staff and faculty. The Assistant will be involved in managing the administrative and secretarial tasks typically found in an academic setting, providing student and instructional support services.

Chemistry students need to develop their skills in methods of instrumental analysis. It is the major component of their laboratory work and a way of integrating theory and practice. Students transferring to four year universities and those who join the work force need to know how to use analytical instruments and interpret data obtained by these instruments.

Additionally, the chemistry laboratories need to be continuously upgraded and furnished with newer equipment and adequate lab supplies. The analytical instruments we have in the chemistry labs are aging. They need regular maintenance and servicing or

PROGRAM REVIEW [i.aca] | Science: Physical Sciences

replacement. In particular our organic chemistry labs need FTIR spectrometer and low cost Bench Top NMR

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2017-2018, 2018-2019

Unit Goal Start Date: 10/15/2015

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Provide a laboratory tech for physics and astronomy.

Provide additional 0.5 FTE chemistry lab tech.

Provide support for the expanding science division.

Provide analytical instruments for chemistry laboratories

Planned Actions and Resource Requests

In Progress - Hire a Physical Sciences Laboratory Technician (Classified Position) (Active)

Planned Action Description: During the Spring semester of 2016, Astronomy, Physics, Geology, earth Science, and Geography courses will run and operate eight laboratory classes without providing any lab tech to the instructors that teach them; nor has the college ever entered into any MOs of compensation with the instructors for doing their own lab tech work.

We need to change this practice and hire a career physical science laboratory technician that is trained to apply knowledge of the physical sciences and scientific laboratory procedure and techniques to performing a broad range of duties related to the day-to-day operations of physical sciences laboratories.

What are the expected measurable results of the Action?: 1. The day-to-day operations of the earth Sciences (geography, Geology, Earth Science and Oceanography) laboratories on the one hand and that of physics/engineering and astronomy on the other include weekly storage/maintenance of equipment, setting-up/breaking down. etc. would be handled by trained professionals not college professors

2. Experienced lab techs will help build modern laboratories:

(a). through procurement of new laboratory materials -lab and field equipment,

(b) maintain budgetary log for work order for the purchasing of new lab equipment and/or parts as well as for consumables and perishables.

(c) A lab tech runs the prep rooms in different floors. stockrooms field preparations, essentially performing curatorial tasks for the laboratory and field equipment for the faculty and their students and perform other additional tasks as needed, such as to maintain display-windows in the corridors outside of the Science laboratories.

3. With this kind of Lab support, the instructors can devote their time to run their laboratory sessions, instructing ,mentoring and leading scholarly discussions with their students.

Planned Initiation Cycle: 2015-2016

Resource Request: Faculty members of the Earth Sciences (Geography, Geology, Earth Science and Oceanography) on the one hand and that of physics/engineering and astronomy on the other depend on a lab tech for the day-to-day operation of running their laboratory classes (in separate classrooms and different floors at that!

Primary Contact Person for Resource Request: Abraha Bahta

Resource Request Status: Continuing

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 145, 000.

EMPLOYEE REQUEST - Faculty: NO

EMPLOYEE REQUEST - Classified: YES

CLASSIFIED REQUEST - Position Title: Physical Science Lab Technician

CLASSIFIED REQUEST - Permanent or Temporary?: Permanent

NONSALARY REQUEST - Facilities: YES

NONSALARY REQUEST - FACILITIES: Can this request be met by a Work Order?: Yes

PROGRAM REVIEW [i.aca] | Science: Physical Sciences

NONSALARY REQUEST - FACILITIES: Describe the facilities request: examples; leaking faucets in lab sinks; water filtration requiring cartridge change; air flow system adjustment in labs

NONSALARY REQUEST - Technology: YES

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: includes hardware and software

NONSALARY REQUEST - Technology Cost: \$1200

NONSALARY REQUEST - Equipment and Supplies: NO

Source of Cost Estimate - Has supporting documentation been attached?: NO

In Progress - Hire a Science Division Office Assistant (Active)

Planned Action Description: The Assistant will be involved in managing the administrative and secretarial tasks typically found in an academic setting, such as a Division that houses 14 science disciplines. Incumbent performs a wide variety of responsible clerical duties related to the operation of the Science Division [(~34 FTEF) with 42 faculty and staff]. Exercises initiative and judgment in applying established academic practices. Takes direction from the Division Chairs. Serves as liaison with Academic Affairs office and admissions and records. Based in Mathematics/Science Division area (90% of time) with desk in Academic Affairs area (10% of time).

Assist run the division in accordance with established operating procedures in support of the increased interaction among the major science fields-- Biology, Chemistry, Physics.

Additionally, manage and administer the other multi-disciplinary fields--bio-chemistry, bioengineering and biophysics- that the division has expanded into in support of our students who have to compete in the 21st century work force.

Assist the Office in the scheduling of appointments for students with faculty/counselors or other divisional personnel.

Further:

be responsible for providing complex secretarial and administrative support in the creation and implementation of the various technology programs the Division has undertaken;

- Incumbent should have experience in project analysis and management and be able to evaluate and make recommendations related to operational and procedural matters in the creation of narratives for every certificate within the technology programs;
- Review and prepare program correspondence and reports; coordinate multiple special projects both initiated and coordinated; maintain and update regional and statewide program database related to the Division's multi-faceted and pathway driven tech programs;
- Incumbent must be proficient in Microsoft Office and PeopleSoft and be able to independently handle multiple priorities and projects;
- Work effectively and sensitively with a broad range of people; possess excellent written and oral communication skills and strong organizational, administrative, analytical problem-solving and customer service skills.
- Incumbent must have knowledge of LACCD personnel, payroll, ordering, purchasing and travel policies, procedures and forms.
- Incumbent must demonstrate competence in effectively presenting standard information in writing; willingness and coordinate Faculty travels, on occasion, to local school sites and area workforce offices and ability and/or interest in working with a multicultural/multiethnic/multilingual population.

What are the expected measurable results of the Action?: 1.The 34 Science division Staff members (30 faculty and 4 lab techs) can get badly needed support

2. Chair can maintain a systematic calendar to run the division smoothly

3.coordinated and systematic communication with Academic Affairs.

4. Work blocks of faculty collected in a timely manner

5.galley production made 1000X easier and faster and on time!

Planned Initiation Cycle: 2016-2017

Resource Request: Desire to have a 1.00 FTE Secretary that would primarily serve the Division at location and not be shared by Math Division and Academic Affairs!

PROGRAM REVIEW [i.aca] | Science: Physical Sciences

Primary Contact Person for Resource Request: Abraha Bahta

Resource Request Status: Continuing

Request Funding Type: On-going

Extended Description for Complex Requests: see what is described above

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: \$150,000.

EMPLOYEE REQUEST - Faculty: NO

EMPLOYEE REQUEST - Classified: YES

CLASSIFIED REQUEST - Position Title: Divisional Office Assistant

CLASSIFIED REQUEST - Permanent or Temporary?: Permanent

Source of Cost Estimate - Has supporting documentation been attached?: NO

ADDITIONAL COMMENTS - Further Justification for the Resource Request: Science Division has close 60 faculty and staff serving thousands of students year round

Completed - Hire a Tenure-track Physics Faculty (Active)

Planned Action Description: Science Division plans to create physics programs that support all levels of physics, One instructor, cannot do articulation at all levels of the discipline. Curriculum development and teaching the various levels and workload that comes with this mission would have to be shared by a hired probationary physics faculty. This we must do if we are to attract students to West programs.

What are the expected measurable results of the Action?: Indeed this a smart action and the results of such actions are measurable, :

1. Increased transfer in all STEM fields, as Physics is a key part of the transfer preparation; it is the fundamental science on which all others are built.
2. Increased enrollment at 4 different levels for the discipline; this also translates to increased enrollment in
 - a. physics, chemistry, and engineering (calculus based) classes
 - b. Life science and medical fields (trig and algebra based), Anatomy, majors Biology Microbiology, and Physiology
 - c. GE clusters (conceptual with little math) ,such as environmental and earth sciences,

Planned Initiation Cycle: 2016-2017

Resource Request: none

In Progress - HIRE CHEMISTRY LAB TECH (Active)

Planned Action Description: Our expanding programs for chemistry require the that we bring in additional support of experienced lab tech to establish modern laboratories, through procurement of new laboratory materials -lab and field equipment, and maintain budgetary log for work order for the purchasing of new lab equipment , chemical reagents and/or parts as well as for consumables/perishables.

What are the expected measurable results of the Action?: The smooth operation of about 30 laboratory classes for hundreds of students and support the chemistry professors

Planned Initiation Cycle: 2016-2017

Resource Request: The B-shift lab tech in now retiring. The prior request was to add 1.00 FTE along with keeping him. Now, at the very minimum, the request is for 1.00 FTE lab tech

Primary Contact Person for Resource Request: Abraha Bahta

Resource Request Status: Continuing

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 80,000.00

PROGRAM REVIEW [i.aca] | Science: Physical Sciences

EMPLOYEE REQUEST - Faculty: NO

EMPLOYEE REQUEST - Classified: YES

CLASSIFIED REQUEST - Class Code: 5254

CLASSIFIED REQUEST - Permanent or Temporary?: Permanent

In Progress - HIRE STUDENT WORKER FOR THE DIVISION (Active)

Planned Action Description: The exploding nature of course offerings of General College Chemistry 101 and 102, Organic chemistry sequence of 211, and 212, and now the addition of Biochemistry, chem 221, in our curriculum, and in every semester (including summers) dictate that we get additional staff support. Further, the addition of two highly specialized chemistry faculty to the existing talent has brought about the fulfillment of many of the college's ILO and PLO's. Now, the four full-time and seven part-time chemistry instructors cannot do it alone! , The current support is only 1.5 FTE of chemistry laboratory technicians. it is inadequate

What are the expected measurable results of the Action?: STUDENTS ARE BETTER SERVED BY SCIENCE DIVISION

Planned Initiation Cycle: 2016-2017

In Progress - MODERNIZATION OF CHEMISTRY LABORATORIES (Active)

Planned Action Description: To bring in technological advances into our instructional laboratories to upgrade the analytical tools to raise the level of the laboratory curriculum to meet the standards of introductory and general chemistry courses at public and private institutions across the country, which have moved toward more computer-based collection and processing of data.

In light of the successful implementation of cutting edge, high impact laboratory experiments using UV-vis spectrometers purchased though the previous program review, and in a continued effort it is desired to bring the chemistry department up-to-date in terms of technology and instrumentation in the laboratory that is commonly encountered throughout industry and academia, we would like to purchase temperature sensors that are compatible with our current suite of analytical probes. Purchase all needed equipment and supplies.

What are the expected measurable results of the Action?: student success- through transfer or professional careers and student proficiency in compute-based laboratory skills that are necessary for a modern chemical education; have begun implement laboratory activities utilizing newly acquired class set of spectro-Vis plus, UV-vis spectrometers and students have learned basics of excel in a chemistry setting.

Planned Initiation Cycle: 2016-2017

Resource Request: Procure supplies, specialized glassware, and equipment in a desire to bring the chemistry department up-to-date in terms of technology and instrumentation

Primary Contact Person for Resource Request: Abraha Bahta

Resource Request Status: Continuing

Request Funding Type: On-going

Extended Description for Complex Requests: Details have been given in above narratives

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: YES

If yes, please cite the requirement details: maintenance services for balances the various instruments, the fume hoods, etc

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: YES

If yes, please cite the relevant regulations: licencing of software , servicing contracts

TOTAL COST ESTIMATE: 80,000

EMPLOYEE REQUEST - Faculty: NO

EMPLOYEE REQUEST - Classified: NO

EMPLOYEE REQUEST - Unclassified: NO

NONSALARY REQUEST - Facilities: YES

NONSALARY REQUEST - FACILITIES: Can this request be met by a Work Order?: Yes

PROGRAM REVIEW [i.aca] | Science: Physical Sciences

NONSALARY REQUEST - FACILITIES: Describe the facilities request: re-configuration of laboratory shelves, servicing of fume hoods, controlling the air handlers in the building and maintain a safe and secure chemical stockroom

NONSALARY REQUEST - Technology: YES

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: ungrading the smart system in science classrooms

NONSALARY REQUEST - Technology Cost: \$30,000.

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: 1. Temperature sensors GDx-TMP \$69 34
\$2346.00

2. Micro-pipettes	\$150	15	\$2250.00
3. Aqua culture 10 gal. glass aquarium	\$15	4	\$60.00
3. Buckets , 6L	\$200/case of 12	2	\$400.00
4. Volumetric Flasks, 250mL	\$250/(case of 12)	2	\$500.00
5. Portable electronic scales, rea. 0.01g	\$620	6	\$3720.00
6. Digital Thermometers	\$50	10	\$500.00
7. Microcentrifuge	\$1700	4	\$6800.00
8. Hot Plate/Stirrer	\$720	6	\$4320.00
9. Burettes Glass	\$200	10	\$2000.00
10. Mohr Pipettes, 10mL	\$55 (case of 6)	4	\$220.00
11. Pipette Pumps, green	\$35	10	\$350.00
12. Blender	\$40	4	\$160.00
13. Supply budget (chemicals, lab accessories, demo kits)			\$40,000.00
14. Benchtop NMR	\$58,700.00	1	\$58,700.00
15. Rotary evaporator	\$5000.00/unit	2	\$10,000.00
16. Organic chemistry lab kit	\$1200/unit	10	\$12,000.00

NONSALARY REQUEST - Equipment/ Supplies Cost: 144326

Source of Cost Estimate - Has supporting documentation been attached?: YES

ADDITIONAL COMMENTS - Further Justification for the Resource Request: The equipment of this Request represents an investment in the future of the physical sciences . Such equipment would enable the expansion of several Sciences courses,. Not only chemistry and biochemistry, but other disciplines, like Biology 6 and Biology 110. As such, the Resource Request allows the Science Division to fulfill both Unit Goal #4 - Modernization of Science Laboratories but also Unit Goal #3 - Improving the multi-disciplinary approach to the Science curriculum.

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.2.2 Implement learner-centered teaching strategies on which faculty have been trained.

EDUCATIONAL MASTER PLAN - Strategic Objectives 3.1.1 - 3.4.2

EMP OBJECTIVE - EMP Objective 3.3.2 Close gaps in the preparation of students for employment in applicable fields.

EDUCATIONAL MASTER PLAN - Strategic Objectives 4.1.1 - 4.3.1

EMP OBJECTIVE - EMP Objective 4.1.1 Design and implement an initiative to systematically raise the proportion of faculty, staff, students and administrators involved in committees and leadership activities.

Unit Goal: Modernize the existing physics curriculum and laboratory

Provide physics with a minimum number of student stations of existing equipment to accommodate recent growth, and purchase an adequate number of student stations of new standard physics equipment in which the department does not currently have. Purchase new models and manipulatives for in-class instructor demonstrations.

Unit Goal Status: In Progress

PROGRAM REVIEW [i.aca] | Science: Physical Sciences

Unit Goal Active Cycle: 2015-2016, 2016-2017, 2018-2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Many equipment stations were purchased nearly 10 years ago to accommodate fewer students as the program was new. The physics program has slowly been adding new equipment, and adding additional stations of old equipment (which is running down and requires repair and replacement in some cases). The program has grown substantially since bringing the program back to West. The full time physics instructors have written laboratory manuals for all 5 sections (physics 6, 7, 37, 38, & 39). Additional equipment will be needed to support these carefully reviewed labs (based on instructor experience and curriculum standards).

Goal Rationale - SLO assessment & reflection: The physics program has slowly been adding new equipment, and adding additional stations of old equipment (which is running down and requires repair and replacement in some cases). The program has grown substantially since bringing the program back to West. The full time physics instructors have written laboratory manuals for all 5 sections (physics 6, 7, 37, 38, & 39). Additional equipment will be needed to support these carefully reviewed labs (based on instructor experience and curriculum standards).

Goal Measurable Objective: Exams, quizzes, laboratories and reports, instrumentation assessment.

Planned Actions and Resource Requests

In Progress - Purchase adequate number of student stations equipment and replace outdated and damaged equipment. (Active)

Planned Action Description: Purchase 10 replacement spectra batteries @ \$30 ea = total \$300

Purchase 6 additional basic electricity lab equipment with spares \$235 ea = total \$1410. (not including tax or shipping)

12 AC signal generators @ \$232 ea = \$2784

12 Digital LCR meters @ \$230 ea = \$2760

15 Capacitors & super capacitors @ \$73 ea = \$1095

10 Ohaus Scout SKX Balance 8200g @ \$350 ea = 3500.00

5 OhausR YA Series Pocket @ \$116.85 ea = \$559.25

Other Lab accessories: drawing boards/sheets, mini drafters, set squares etc ~\$2500.00

What are the expected measurable results of the Action?: Providing enough equipment to serve all students in a classroom setting.

Planned Initiation Cycle: 2018-2019

Resource Request: Yes; See descriptions in the Planned Action

Primary Contact Person for Resource Request: Prof Elizabeth Bell

Abraha Bahta, PhD

Mesfin Taye, PhD

Resource Request Status: Continuing

Request Funding Type: On-going

TOTAL COST ESTIMATE: \$14,908.25

NONSALARY REQUEST - Equipment/ Supplies Cost: 8339

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.2.2 Implement learner-centered teaching strategies on which faculty have been trained.

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.4.3 Expand the use of up-to-date technology for teaching and learning.

EDUCATIONAL MASTER PLAN - Strategic Objectives 3.1.1 - 3.4.2

EMP OBJECTIVE - EMP Objective 3.3.2 Close gaps in the preparation of students for employment in

PROGRAM REVIEW [i.aca] | Science: Physical Sciences

applicable fields.

Unit Goal: Create an Engineering / Physics Curriculum

Expand the physics curriculum to include equipment for engineering applications. The program has few equipment related to engineering applications in physics. This equipment supports the majors-level physics students in introductory engineering (statics and fluids) applications, and will support the newly-adopted engineering program at West.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2018-2019

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: With the new engineering programs to support (all engineering students will need physics as part of their core requirements), students will need hands-on experience of engineering applications in physics in order to succeed in the new programs, and stay competitive with their four-year counterparts.

Goal Rationale - SLO assessment & reflection: With the new engineering programs to support (all engineering students will need physics as part of their core requirements), students will need hands-on experience of engineering applications in physics in order to succeed in the new programs, and stay competitive with their four-year counterparts.

Goal Measurable Objective: Exams, quizzes, and primarily hands-on instrumentation assessment.

Planned Actions and Resource Requests

New - Request Engineering equipment to support engineering labs in physics, to prepare students to enter the engineering field. (Active)

Planned Action Description: Purchase:

5 metallurgical microscopes @ \$1256.99 ea = \$6285.00

1 sample grinding/polishing machine \$3137.00

1 Tensile Testing equip: \$8500.00

MatLAB software and accompanying 24 Dell Desktops (8th gen) @ \$2000.00 ea = \$48,000.00

MatLAB Licensing \$1,400.00

1 X-ray Diffraction @ \$40,000.00

What are the expected measurable results of the Action?: To support engineering labs in physics in order to prepare students to enter the engineering field.

Planned Initiation Cycle: 2018-2019

Resource Request: Yes. to fund the items in the Planned Action

Primary Contact Person for Resource Request: Prof. Elizabeth Bell,

Mesfin Taye, PhD

Abraha Bahta, PhD

Resource Request Status: New

Request Funding Type: On-going

TOTAL COST ESTIMATE: \$107,322.00

EMPLOYEE REQUEST - Faculty: NO

NONSALARY REQUEST - Equipment/ Supplies Cost: 7439

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.2.2 Implement learner-centered teaching strategies on which faculty have been trained.

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.4.3 Expand the use of up-to-date technology for teaching and learning.

PROGRAM REVIEW [i.aca] | Science: Physical Sciences

EDUCATIONAL MASTER PLAN - Strategic Objectives 3.1.1 - 3.4.2

EMP OBJECTIVE - EMP Objective 3.3.2 Close gaps in the preparation of students for employment in applicable fields.

Unit Goal: Improve safety and integrity of science labs.

Science programs use expensive, sophisticated equipment. This equipment must be protected, otherwise equipment goes missing, and classes are unable to perform their required laboratory tasks. This is also a huge hit to budget, and replacement is expensive. The cost of securing expensive equipment is minimal to the cost of replacing it.

This equipment must be protected in a secondary system within the lab prep rooms. In the past, laptops have gone missing because of the ease in which the secure stations, meant to house them, were to break into (specifically padlocks).

This request is for wall-mounted, key access cabinets, including those with charging stations for the valuable electronic equipment. Key-entry systems have been observed to be more secure than the former padlock systems.

Unit Goal Status: Completed

Unit Goal Active Cycle: 2016-2017, 2017-2018, 2018-2019

Unit Goal Retired/Archived Date: 03/20/2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.4.2 Enhance the safety and cleanliness of the learning and teaching environment.

EMP Objective 2.4.3 Expand the use of up-to-date technology for teaching and learning.

Unit Goal: Purchase advanced modern physics equipment.

The physics program does not have any modern physics equipment, thus laboratory exercises for the entire last quarter of third semester physics, and last part of non majors physics, must be done virtually or watched on youtube. [updated resource request - 7 student spectrometers]

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2018-2019

Goal Timeframe: 1-3 years

Goal Priority: Medium

Goal Rationale - Program Review Narrative & Assessment: Missing opportunities for students to perform standard physics laboratory exercises in preparation for transfer and the workforce. Instrumentation exercises are vital for future researchers and engineers.

Planned Actions and Resource Requests

Start adding modern physics equipment to the physics laboratory. (Active)

Planned Action Description: Purchase:

Speed of Light Experiment EX-9932A \$5,900 ea 5 items total = \$29,500

With tax and shipping, est: \$32,500

What are the expected measurable results of the Action?: Hand-on learning of modern physics where there is no equipment currently available.

Purchase Speed of Light Experiment EX-9932A \$5,900 ea 5 items total = \$29,500

With tax and shipping, est: \$32,500

Planned Initiation Cycle: 2018-2019

PROGRAM REVIEW [i.aca] | Science: Physical Sciences

Resource Request: Purchase

Speed of Light Experiment EX-9932A \$5,900 ea 5 items total = \$29,500

With tax and shipping, est: \$32,500

Primary Contact Person for Resource Request: Elizabeth Bell

Resource Request Status: New

Extended Description for Complex Requests: Hand-on learning of modern physics where there is no equipment currently available.

Purchase Speed of Light Experiment EX-9932A \$5,900 ea 5 items total = \$29,500

With tax and shipping, est: \$32,500

TOTAL COST ESTIMATE: \$32,500

NONSALARY REQUEST - Equipment/ Supplies Cost: 32500

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.2.2 Implement learner-centered teaching strategies on which faculty have been trained.

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.1.2 Apply the results of SLO/SAO assessment and dialogue to the ongoing improvement of the curriculum and services.

EMP Objective 2.2.4 Engage students systematically in evaluating and improving the learning environment and their learning experiences.

EMP Objective 2.4.1 Ensure that modifications of facilities optimize flexibility of use and build in appropriate technologies.

EMP Objective 2.4.3 Expand the use of up-to-date technology for teaching and learning.

EDUCATIONAL MASTER PLAN - Strategic Objectives 3.1.1 - 3.4.2

EMP OBJECTIVE - EMP Objective 3.3.2 Close gaps in the preparation of students for employment in applicable fields.

Unit Goal: CREATION OF A NANOTECHNOLOGY PROGRAM

This Unit Goal describes the creation of a new program of curriculum centered on training students in the field of Nanotechnology. Nanotechnology is a multidisciplinary field that draws on knowledge in chemistry, physics, biology, and biochemistry. Nanoscale materials have applications in biotechnology, environmental chemistry, catalysis, electronics, and consumer products. The course curriculum is being designed with two primary goals: (1) to prepare students for jobs in Los Angeles' rapidly growing nanotechnology industry, and (2) to train students ? many of whom have the desire to transfer to four year institutions pursue baccalaureate degrees in STEM ? in the underlying principles and applications of nanotechnology. Students will learn the basic principles that fall under the umbrella of nanotechnology, including synthesis, analysis, safety and regulation, and to provide a link between them and related programs such as UCLA's California NanoSystems Institute (CNSI). The curriculum will emphasize training in a high tech skillset in synthetic and analytical techniques commonly used in the nanotechnology industry and in research laboratories.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2016-2017, 2018-2019

Unit Goal Start Date: 08/28/2017

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: The Nanotechnology Program unit goal is initially being designed to be a certificate program with the intended expansion to include a degree that will facilitate transfer to four year colleges and universities.

Goal Rationale - SLO assessment & reflection: This Unit goal will address a number of SLOs in Chemistry, Physics, and Biology.

PROGRAM REVIEW [i.aca] | Science: Physical Sciences

Students will perform laboratory experiments that will enable them to “utilize an appropriate and effective scientific methodology to analyze physical and chemical processes in the workplace and in everyday living (Theme: Scientific process), explain and analyze the chemical world—as chemistry is a basic science with connections to many careers.” Assignments, such as research project/poster presentations, will be designed such that students will also be expected to learn skills in critical thinking, research, and interpretation of scientific literature; and they will show their comprehension of chemistry and physics curriculum and how it relates to the underlying principles of nanoscale materials.

There is considerable room for growth in nanotechnology, which will provide employment for chemists, physicist, and mechanical engineers. According to the U.S. Bureau of Labor Statistics, “This research and development in nanotechnology may result in development of new nanotechnology processes or in prototypes of new or altered materials and/or products that may be reproduced, utilized, or implemented by various industries.” Areas where there is significant application for the principals of nanotechnology include saterials, energy production, nanobiotechnology, water filtration technology, etc.

Goal Measurable Objective: We plan to measure the degree to which this goal has been met by following student success in finding employment in the nanotechnology industry and the rate of transfer to 4-year institutions.

Planned Actions and Resource Requests

In Progress - DEVELOPMENT OF CURRICULUM (Active)

Planned Action Description: The first plan of action in constructing the Nanotechnology Program is to develop the curriculum for a series of classes that will be required for a certificate or degree. We plan to develop curriculum for 4-6 courses, including an introductory course and a variety of more specific courses that will focus in-depth on one to a handful of principles of nanotechnology. As these courses are developed, we plan to pilot them as independent study courses prior to official institutional approval.

What are the expected measurable results of the Action?: Results will be measured by the courses designed and the number of students who enroll???

Planned Initiation Cycle: 2016-2017

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [a.stu] | School Relations & Outreach

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete
Completion Status 2017-2018 Cycle: Program Review 2017-18 Complete Ready for Validation
Completion Status 2018-2019 Cycle: Program Review 2018-2019 Complete ready for Validation

Unit Goal: Increase Our High School and Community Partnerships

Increase our service area as well as our JumpStart partnerships.

Unit Goal Status: New
Unit Goal Active Cycle: 2016-2017, 2018-2019
Unit Goal Start Date: 08/28/2017
Goal Timeframe: 1-3 years
Goal Priority: Medium

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/22/2019

Status of Progress: Some Progress Made

Spring 2019:

- Continuous recruitment at 13 high schools (Animo Venice, Cheviot Hills, Crenshaw, Culver Park, Dorsey, Hamilton, LA high, LACES, Palisades, Phoenix, University, Venice, and Westchester)
- Concurrent enrollment at 18 high schools (Animo Champions, Animo Leadership, Animo Venice, Hawkins, Bright Star, Crenshaw, Culver City, Davinci, Dorsey, Hamilton, Hollywood, LACES, LA High, Palisades, University, Venice, Venice Skills, Washington Prep, Westchester)

Unit Plan UPDATE TYPE: Update to Resource Request

Planned Actions and Resource Requests

New - Resource Request: Hire Student Recruiter (Active)

Planned Action Description: A new student recruiter is needed to support our increase in school partnerships for general recruitment and concurrent enrollment.

What are the expected measurable results of the Action?: Increased partnerships with local schools.

Planned Initiation Cycle: 2019-2020

Resource Request: Hire Student Recruiter

Primary Contact Person for Resource Request: Guadalupe Martinez, Student Services Specialist

Michael Goltermann, Dean of Student Services

Roberto Gonzales, Vice President of Student Services

Resource Request Status: New

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

PROGRAM REVIEW [a.stu] | School Relations & Outreach

EMPLOYEE REQUEST - Classified: YES
CLASSIFIED REQUEST - Position Title: Student Recruiter
CLASSIFIED REQUEST - Class Code: 5042
CLASSIFIED REQUEST - Permanent or Temporary?: Permanent

Unit Goal: Enrollment Completion

By the spring of 2019, 95% students taking West classes at off-site locations (i.e.: jumpstart) will be enrolled in those classes by the first day of class.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2017-2018, 2018-2019

Unit Goal Start Date: 01/01/2018

Goal Timeframe: 1-3 years

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: This goal addresses the need for students taking College classes at high school campuses to be enrolled in the classes in which they are participating.

Goal Rationale - SLO assessment & reflection: This will address the "service level" outcome related to enrollment at off-site high school locations

Goal Measurable Objective: By spring 2019, 95% of students participating in classes at an off-site location should be enrolled in those classes prior to the class start date.

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/22/2019

Status of Progress: No Progress Made

- Spring 2019: 35% (30/85) of off-site classes (i.e. jumpstart) had students enrolled by the first day of class
- 588 students were enrolled in these 30 classes

Unit Plan UPDATE TYPE: Update to Planned Action

Planned Actions and Resource Requests

In Progress - Enrollment Completion (Active)

Planned Action Description: By spring of 2019, 95% of students taking West classes at off-site locations (primarily high schools) will be enrolled in those classes prior to the first day of the course.

What are the expected measurable results of the Action?: Our enrollment reports should reflect that at least 95% of those participating in an off-site course should be enrolled in that course.

Planned Initiation Cycle: 2017-2018

New - Resource Request: Laptops, Projectors, Mobile Hotspots (Active)

Planned Action Description: The outreach team conducts presentations and application workshops at various high schools and community organizations. Many application workshops require the need for a powerpoint presentation via projector. Student recruiters also need to access a laptop with internet (hotspot) in order to check a student's admission status and troubleshoot any issues faced. The outreach team is "on-the-go" and, thus, requires portable equipment.

What are the expected measurable results of the Action?: Improved Institutional Effectiveness:

With access to a projector, outreach presentations can support the needs of visual learners in the high schools where we recruit.

Access to a laptop and internet (via hotspot) will increase our ability to troubleshoot issues that come up throughout the

PROGRAM REVIEW [a.stu] | School Relations & Outreach

application process.

Planned Initiation Cycle: 2019-2020

Resource Request: Laptops, Projectors, Mobile Hotspots

Primary Contact Person for Resource Request: Guadalupe Martinez, Student Services Specialist

Michael Goltermann, Dean of Student Services

Roberto Gonzalez, Vice President of Student Services

Resource Request Status: New

Request Funding Type: One Time

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

NONSALARY REQUEST - Technology: YES

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: 4 Laptops, Projectors, and Mobile Hotspots

NONSALARY REQUEST - Technology Cost: Laptops: \$1500/ea

Projector: \$850/ea

Mobile Hotspot- Device:\$20, Service: \$20/mo.

New - Resource Request: Multi-functional Printer (Active)

Planned Action Description: The jumpstart program (i.e. concurrent enrollment) requires student recruiters to print individualized K-12 forms and add sheets/cohort forms for each class offered. Student recruiters must also scan and save these documents for future reference. Presentations at high schools also require recruiters to print flyers and other informational materials for students.

What are the expected measurable results of the Action?: Improved Institutional Effectiveness:

Having a multi-functional printer in the office will help student recruiters be more efficient with their time.

Planned Initiation Cycle: 2019-2020

Resource Request: Multi-functional Printer

Primary Contact Person for Resource Request: Guadalupe Martinez, Student Services Specialist

Michael Goltermann, Dean of Student Services

Roberto Gonzalez, Vice President of Student Services

Resource Request Status: New

Request Funding Type: One Time

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

NONSALARY REQUEST - Technology: NO

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: Canon Imagerunner 2545i or similar

NONSALARY REQUEST - Equipment/ Supplies Cost: 5000

Mapping

PROGRAM REVIEW [a.stu] | School Relations & Outreach

VALIDATION 2016-2017 - Outreach

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [a.stu] | SS&EP (Student Success & Equity Programs)

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete
Completion Status 2017-2018 Cycle: Program Review 2017-18 Complete Ready for Validation
Completion Status 2018-2019 Cycle: Program Review 2018-2019 Complete ready for Validation

Unit Goal: Implement Welcome Center Layout

Align the layout of the "back office" to be consistent with the transition from SSSP to WLAC's Welcome Center. The existing space consists of a cubicle layout dedicated to phone banking and electronic communications. The transition to a Welcome Center necessitates a furniture remodel for dual purpose: a receiving area for students to conduct express-level student services and communications from staff.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 07/01/2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: The current layout for SSB 420 is ill-suited to suit the programming and activities of the Welcome Center and is inconsistent with layouts of Welcome Center's within the district.

Goal Rationale - SLO assessment & reflection: SAO #5: Develop facility suitable for space-sharing and increase availability of services to students.

Goal Measurable Objective: A Welcome Center that has a designated space for workshops, a general receiving area to provide advising/enrollment services, and suitable Counseling services.

Planned Actions and Resource Requests

New - Procurement of furniture and relocation of computerized resources to be consistent with the needs of a Welcome Center. (Active)

What are the expected measurable results of the Action?: Expedited enrollment services, higher student service output, and enhanced user experiences.

Planned Initiation Cycle: 2019-2020

Resource Request: 1. Removal of taller cubicle walls.

2. Installation of some stationary.

3. Mobile/moveable desks to reorganize the layout as needed for programming activities and ADA accessibility

Primary Contact Person for Resource Request: Angel Viramontes, Dean (Student Success & Equity Programs)

Resource Request Status: New

Request Funding Type: One Time

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: \$20,000

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EMPLOYEE REQUEST - Faculty: NO

EMPLOYEE REQUEST - Classified: NO

PROGRAM REVIEW [a.stu] | SS&EP (Student Success & Equity Programs)

NONSALARY REQUEST - Facilities: YES

NONSALARY REQUEST - FACILITIES: Can this request be met by a Work Order?: No

NONSALARY REQUEST - FACILITIES: Describe the facilities request: 1. Removal of taller cubicle walls.

2. Installation of some stationary.

3. Mobile/moveable desks to reorganize the layout as needed for programming activities and ADA accessibility

NONSALARY REQUEST - Technology: NO

NONSALARY REQUEST - Equipment and Supplies: YES

NONSALARY REQUEST - Equipment/ Supplies Description: 1. Removal of taller cubicle walls.

2. Installation of some stationary.

3. Mobile/moveable desks to reorganize the layout as needed for programming activities and ADA accessibility

NONSALARY REQUEST - Equipment/ Supplies Cost: 20000

Source of Cost Estimate - Has supporting documentation been attached?: NO

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.1.1 Refine and/or develop and implement effective programs and services to improve the performance of targeted groups of historically lower-achieving students (.e.g, ACE)

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.4.4 Promote student engagement in campus life through creation and/or enhancement of inviting spaces.

EDUCATIONAL MASTER PLAN - Strategic Objectives 3.1.1 - 3.4.2

EMP OBJECTIVE - EMP Objective 3.2.1 Improve pre-enrollment services targeted to potential at-risk students.

EMP OBJECTIVE - EMP Objective 3.2.2 Enhance services to improve the retention and success rates of Black/African American and Hispanic/Latino students.

EMP OBJECTIVE - EMP Objective 3.2.5 Enhance services and programs to meet the needs of students and the community for whom English is a second language.

Unit Goal: First Year Programs

Acquire resources to fully support the success and growth of first year programs.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 07/01/2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: First Year Programs exist but are not currently supported by adequate faculty and resources. The Vision for Success and new funding formula requires an increase in number of students participating in Los Angeles College Promise, California College Promise, and First Year Pathway. A corresponding level of support is required to implement these programs effectively and to promote student completion (graduation, transfer).

Goal Rationale - SLO assessment & reflection: SAO 4: Increase advisement services to at-risk students.

Goal Measurable Objective: 1. 100% onboarding (orientation, placement, comprehensive educational planning) of students participating in Los Angeles College Promise and First Year Pathways.

2. Increase of retention of students in a First Year Program above the current 30% baseline.

Planned Actions and Resource Requests

New - Increase programming, availability of student success coaching support, and counseling support (Active)

PROGRAM REVIEW [a.stu] | SS&EP (Student Success & Equity Programs)

Planned Action Description: Participation in LACP has become more restrictive by requiring students to make three contacts per semester with a counselor/coach or event attendance. To ensure students can meet this requirement, programming and personnel must be available for students. I'd like to introduce a consistent counseling presence specifically to attend to students entering college.

What are the expected measurable results of the Action?: I anticipate an increase in students participating in first year programs, an increase in students successfully completing a minimum of 24 units by end of year 1, and higher fall to spring persistence rates,

Planned Initiation Cycle: 2019-2020

Resource Request: Full time counseling plus adjunct support; unclassified employees to assist counselors.

Primary Contact Person for Resource Request: Angel Viramontes

Resource Request Status: New

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: YES

If yes, please cite the relevant regulations: Program requirements for Los Angeles College Promise and California College Promise.

TOTAL COST ESTIMATE: \$175,000 per year

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EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Discipline: Counseling Services

FACULTY REQUEST - Why is this position needed at this time?: Students currently participating in the first year programs do not have dedicated counseling services available to them. Additionally, the absence of programming directed at them results in an experience that does is largely indistinguishable from students in the general population. As a result, the first year programs are not meeting their potential.

FACULTY REQUEST - Rationale: Positive opportunities and/or negative impacts?: The addition of counseling support will increase the academic guidance to students and enhance the identification with first year community.

FACULTY REQUEST - Is the required hypothetical fall & spring semester work load sheet attached?: NO

FACULTY REQUEST - Compliance with Mandates: Yes

FACULTY REQUEST - Mandate: Cite Agency, Law or Regulation: Program requirements for Los Angeles College Promise and California College Promise.

FACULTY REQUEST - Mandate but Not Requirement: Yes

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.1.1 Refine and/or develop and implement effective programs and services to improve the performance of targeted groups of historically lower-achieving students (.e.g, ACE)

EDUCATIONAL MASTER PLAN - Strategic Objectives 2.1.1 - 2.4.4

EMP Objective 2.4.4 Promote student engagement in campus life through creation and/or enhancement of inviting spaces.

EDUCATIONAL MASTER PLAN - Strategic Objectives 3.1.1 - 3.4.2

EMP OBJECTIVE - EMP Objective 3.2.1 Improve pre-enrollment services targeted to potential at-risk students.

EMP OBJECTIVE - EMP Objective 3.2.2 Enhance services to improve the retention and success rates of Black/African American and Hispanic/Latino students.

EMP OBJECTIVE - EMP Objective 3.2.5 Enhance services and programs to meet the needs of students and the community for whom English is a second language.

PROGRAM REVIEW [a.stu] | SS&EP (Student Success & Equity Programs)

Unit Goal: Onboarding Enhancement

Enhance point of entry matriculation services to better prepare students onto a Guided Pathway

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 07/01/2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: Current matriculation services facilitated by counselors culminate in a single semester education plan; similar to the Abbreviated Student Education Plan that was mandated by SB1456. Introducing Counseling faculty that are assigned/trained to specific Guided Pathways will enable the Welcome Center to provide generalized and pathway-specific onboarding services.

Goal Measurable Objective: Full Issuance of comprehensive education plans onto a guided pathway for every student participating in onboarding services.

Planned Actions and Resource Requests

New - Onboarding Counseling Services (Active)

Planned Action Description: Enhancing point of entry services by coupling existing orientation and placement services with counseling services for students; especially as we move to Guided Pathways. The Welcome Center is a natural center to lead efforts that will help students make informed choices to commit to a pathway. Counseling services can facilitate the exploration and selection by integrating career counseling type activities for undecided students and ensure the corresponding educational planning for all students.

What are the expected measurable results of the Action?: An increase in the rate of students with comprehensive student education plans, an increase in students with financial aid eligible majors

Planned Initiation Cycle: 2019-2020

Resource Request: Full time and adjunct/hourly counseling faculty to develop pathways-relevant workshops, group education planning, and monitor onboarding outcomes.

Primary Contact Person for Resource Request: Angel Viramontes

Resource Request Status: New

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 140,000

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Discipline: Counseling Services

FACULTY REQUEST - Why is this position needed at this time?: Counseling faculty, unlike classified and unclassified employees, can deliver education plans necessary to maximize the value of onboarding services.

FACULTY REQUEST - Rationale: Positive opportunities and/or negative impacts?: It presents the opportunity for students to make an informed commitment to their education. Students would complete an orientation on the success milestones, participate in a workshop to qualify for a specially funded program of support, and access a comprehensive education plan.

FACULTY REQUEST - Rationale: Demand: At current, students cannot obtain a comprehensive education plan unless also signing up for counseling services on another day.

FACULTY REQUEST - Is the required hypothetical fall & spring semester work load sheet attached?: NO

FACULTY REQUEST - Compliance with Mandates: No

FACULTY REQUEST - Mandate but Not Requirement: No

NONSALARY REQUEST - Technology: YES

NONSALARY REQUEST - TECHNOLOGY: Describe the technology request: Computer, monitors, and phone for counseling faculty.

NONSALARY REQUEST - Technology Cost: \$2000

PROGRAM REVIEW [a.stu] | SS&EP (Student Success & Equity Programs)

NONSALARY REQUEST - Equipment and Supplies: NO

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.1.1 Refine and/or develop and implement effective programs and services to improve the performance of targeted groups of historically lower-achieving students (.e.g, ACE)

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EMP OBJECTIVE - EMP Objective 3.2.1 Improve pre-enrollment services targeted to potential at-risk students.

EMP OBJECTIVE - EMP Objective 3.2.2 Enhance services to improve the retention and success rates of Black/African American and Hispanic/Latino students.

EMP OBJECTIVE - EMP Objective 3.2.5 Enhance services and programs to meet the needs of students and the community for whom English is a second language.

Unit Goal: Probationary Services

Provide consistent, year long focus on students on academic probation and financial aid disqualification.

Unit Goal Status: New

Unit Goal Active Cycle: 2018-2019

Unit Goal Start Date: 07/01/2019

Goal Timeframe: Less than 1 year

Goal Priority: High

Goal Rationale - Program Review Narrative & Assessment: WLAC currently shows nearly 1600 students on probation or disqualification (academic or financial aid status). Directed services to these students will improve their academic/career aspirations, improve institutional success rates, make strides in meeting equity and vision for success goals, as well as align with student centered funding formula metrics.

Planned Actions and Resource Requests

New - Probationary Counseling Services (Active)

Planned Action Description: Introduction of Counseling faculty to provide sustained activities for students in academic probation and/or financial aid disqualification.

What are the expected measurable results of the Action?: Significant decrease in the number of students on academic probation and/or financial aid disqualification.

Planned Initiation Cycle: 2019-2020

Resource Request: Full time counseling and adjunct support to narrow on the 1,700 student that fit this criteria.

Primary Contact Person for Resource Request: Angel Viramontes

Resource Request Status: New

Request Funding Type: On-going

HEALTH, SAFETY, ESSENTIAL SERVICES: Does this Resource Request meet such requirements?: NO

LOCAL, STATE, OR FEDERAL REGULATIONS OR MANDATES: Does this Resource Request meet any such?: NO

TOTAL COST ESTIMATE: 140,000

EMPLOYEE REQUEST - Faculty: YES

FACULTY REQUEST - Discipline: Counseling Services

FACULTY REQUEST - Why is this position needed at this time?: Focus and attention on services to students on probation has

PROGRAM REVIEW [a.stu] | SS&EP (Student Success & Equity Programs)

been inconsistent or negligible in capacity.

FACULTY REQUEST - Rationale: Positive opportunities and/or negative impacts?: Increase in PELL recipient rates, retention rates, and increase in persistence.

FACULTY REQUEST - Is the required hypothetical fall & spring semester work load sheet attached?: NO

FACULTY REQUEST - Compliance with Mandates: No

FACULTY REQUEST - Mandate but Not Requirement: No

Mapping

EDUCATIONAL MASTER PLAN - Strategic Objectives 1.1.1 - 1.4.1

EMP Objective 1.1.1 Refine and/or develop and implement effective programs and services to improve the performance of targeted groups of historically lower-achieving students (.e.g, ACE)

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EMP OBJECTIVE - EMP Objective 3.2.5 Enhance services and programs to meet the needs of students and the community for whom English is a second language.

PROGRAM REVIEW and UNIT PLAN REPORT



PROGRAM REVIEW [i.aca] | Social Sciences: Paralegal

Completion Status 2016-2017 Cycle: Program Review 2016-17 Validation Complete

Completion Status 2017-2018 Cycle: Program Review 2017-18 Validation Complete

Unit Goal: Increase the number of certificates and degrees in Paralegal programs

Increase the number of certificates and degrees

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2017-2018, 2018-2019

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2018-2019

03/08/2018

Status of Progress: Some Progress Made

Changed unit goal language "Increase the number of certificates and degrees in PARALEGAL program" from "business" in prior (2016-17) program review

Unit Plan UPDATE TYPE: Update to Unit Goal

Planned Actions and Resource Requests

New - Staff Paralegal office (Active)

Planned Action Description: Discipline needs to develop/maintain regular: correspondence, meeting setup and minutes, appointments, inventory control, To collect required ABA documentation, data, forms, etc. Distribute and maintain records of prospective, current and alumni students. Update brochures, flyers, website, informational materials.

Planned Initiation Cycle: 2017-2018

Unit Goal: Prepare students for a successful careers in Paralegal

To create clear pathways for students to be successful in program completions

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2017-2018, 2018-2019

Unit Goal Progress

Unit Plan PROGRESS UPDATES

Unit Plan PROGRESS UPDATE Reporting Period: 2017-2018

03/08/2018

PROGRAM REVIEW [i.aca] | Social Sciences: Paralegal

Status of Progress: Some Progress Made

Language changed to reflect PARALEGAL discipline, rather than Business division

Unit Plan UPDATE TYPE: Update to Unit Goal

Planned Actions and Resource Requests

Changed - Create computer lab (Active)

Planned Action Description: We need up-to-date legal technology - a computer lab and software -to help students be successful in finding jobs and complying with ABA guideline of being up-to-date with technology.

Planned Initiation Cycle: 2017-2018

Unit Goal: Improve Certificate and Degree Awards

Increase student success at course and program level. Increase course completion rate, and number of students earning college certificate and degree.

Unit Goal Status: In Progress

Unit Goal Active Cycle: 2015-2016, 2018-2019

Planned Actions and Resource Requests

Improve student completion rate (Active)

Planned Action Description: Facilitate course delivery and class instruction

Planned Initiation Cycle: 2015-2016